

MarkeTips

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AbilityOne – Creating Opportunities



inside this issue



“We are committed to increasing employment opportunities for people who are blind or have other severe disabilities while providing value to our federal customers.”

On behalf of the AbilityOne Program, I would like to thank the General Services Administration (GSA) and its federal customers for your continued support. As millions of Americans celebrate National Disability Employment Awareness Month this October, we also celebrate your direct influence on the employment of people who are blind or have other severe disabilities. Working with GSA leadership, we are strengthening our historic partnership to ensure a future of continued success. We are committed to increasing employment opportunities for people who are blind or have other severe disabilities while providing value to our federal customers.

Throughout the years, GSA has demonstrated that it is a strong and loyal AbilityOne partner. We are proud to say that GSA Global Supply remains the largest channel for the sale of AbilityOne common-use products. Your purchases of SKILCRAFT® office products and other AbilityOne supplies and services currently help generate more than 40,000 jobs nationwide. Yet even today, 60% of the 54 million Americans who are blind or have other disabilities are not employed. It is critical that we work together to accomplish more.

We look forward to your active participation in National Disability Employment Awareness Month. Your participation increases knowledge and awareness of the AbilityOne Program and the community we serve. We encourage you to highlight new AbilityOne contract awards with ribbon-cutting ceremonies, visits to participating nonprofit agencies, and award presentations to recognize AbilityOne workers and federal agency supporters. These events all offer an opportunity to educate the federal workforce and develop new employment opportunities for people who are blind or have other severe disabilities.

From all of us at the Committee for Purchase, National Industries for the Blind, NISH and the more than 40,000 AbilityOne employees, it is my privilege to thank you for supporting AbilityOne.

Sincerely,

E. Ballard
Executive Director and CEO
Committee for Purchase
From People Who Are Blind or Severely Disabled
(the independent federal agency that administers the AbilityOne Program)

AbilityOne Facts

- Employs more than 40,000 people
- Employs nearly 2,000 wounded warriors
- Coordinates over 600 nonprofit agencies and operates at more than 1,000 locations nationwide
- Supports humanitarian relief programs in more than 30 countries

Let's make progress **TOGETHER**



GSA Contracts Put You In Control

The call to duty is urgent. With so little time to act, you need immediate solutions to meet accelerated timeframes while ensuring transparency, accountability and value. GSA's Multiple Award Schedules and Governmentwide Acquisition Contracts—and our other self-service purchasing programs and online tools—put you in control of the procurement process. We offer the quickest and easiest way to get the products and services you need from pre-qualified vendors at pre-approved competitive prices. Our contracting options provide flexibility to structure orders your way while meeting specific reporting requirements. We're here to help you quickly reinvest in America and move forward to recovery.



GSA is here to help: gsa.gov/recoverysolutions or (800) 488-3111



U.S. General Services Administration

MarkeTips

One Country. One Mission. One Source.

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The AbilityOne Program:

Committee for Purchase From People

Who Are Blind or Severely Disabled

National Industries for the Blind (NIB)

NISH

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AbilityOne

Creating Opportunity

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AbilityOne & GSA

Creating Opportunity

AbilityOne empowers Americans who are blind or have other severe disabilities to work to their full potential while manufacturing products and providing services for military and civilian agencies worldwide.

Through this mutually beneficial relationship, federal agencies obtain quality products and services while providing Americans who are blind or have other severe disabilities with job opportunities.



GSA's support of the AbilityOne Program is steadfast. GSA is the AbilityOne Program's largest civilian agency customer and has been a valued partner in ensuring that federal agencies have access to the AbilityOne products and services they need. As a result of GSA's support for AbilityOne, GSA has played a significant role in increasing AbilityOne jobs for people who are blind or have other severe disabilities.

Historically, GSA was the first distribution channel through which federal customers obtained SKILCRAFT® and other AbilityOne products. Even today, GSA's support continues through its GSA Schedules program, which enables procurement personnel to obtain AbilityOne products from the commercial marketplace via 300 small and large businesses.

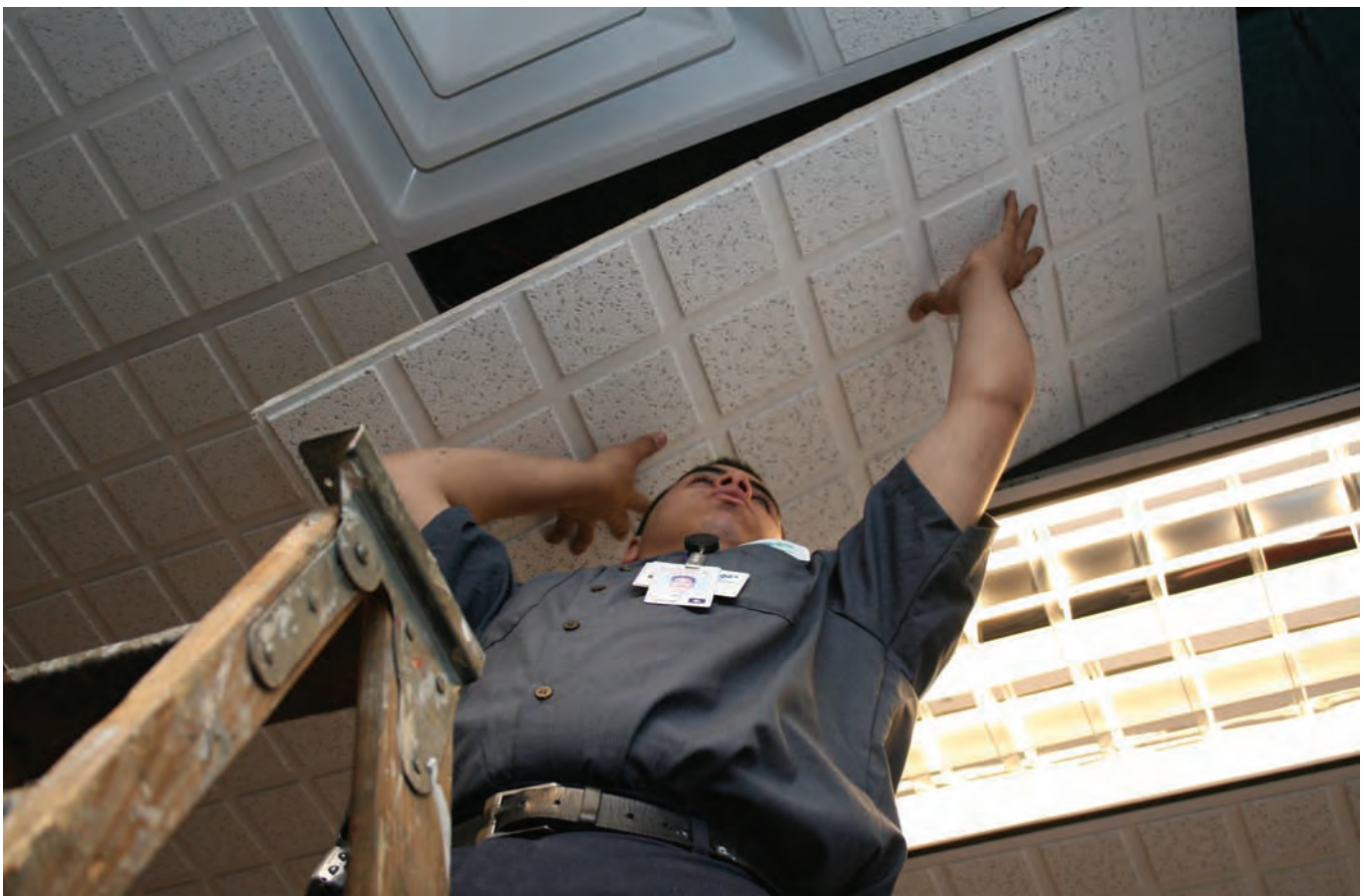
AbilityOne supports GSA and other federal agencies in meeting the needs of its federal customers with a wide variety of product lines, including:

- apparel and equipment
- cutlery, disposable tableware

- ergonomic devices
- extreme cold weather clothing
- fluorescent lighting fixtures
- hardware and equipment
- janitorial and cleaning supplies
- mattresses and bedding
- medical and surgical supplies and equipment
- office supplies
- packaging materials
- paints and tools
- safety and personal care products
- writing instruments

In total, GSA provides federal customers with access to more than 3,000 AbilityOne commodity products through various supply chains. As a result, AbilityOne supplied federal customers with more than \$240 million in products during fiscal year 2008.

GSA continually promotes the benefits of the AbilityOne Program in customer seminars, training programs, promotional materials, and individual meetings.





AbilityOne-affiliated nonprofit agencies are one of GSA's top priorities when publicizing resources available to the federal marketplace.

AbilityOne also supports GSA by providing Public Building Service customers with janitorial and custodial services, grounds maintenance, mailroom services, central facility maintenance, administrative services, and mechanical maintenance at federal buildings and offices nationwide.

How to Purchase AbilityOne Products and Services

In an effort to make purchasing AbilityOne products even more convenient, and to demonstrate the wide variety of quality products and services AbilityOne offers to the federal community, GSA has established the AbilityOne Schedule. This Schedule brings together the most commonly-used AbilityOne SKILCRAFT® products furnished by National Industries for the Blind (NIB) and

NISH (serving people with a range of severe disabilities) and their AbilityOne-participating nonprofit agencies.

In addition to the Procurement List, the AbilityOne Schedule offers the convenience of a single point of reference for the AbilityOne products most often used in an office environment; many of these items are required source purchases for federal agencies. The Schedule is an excellent resource to determine whether requested products are covered by the AbilityOne Program.

The AbilityOne Schedule also brings to bear the power and flexibility of GSA's Schedules program by offering federal customers direct delivery of high-quality supplies at volume discount pricing. All customers, even those in remote locations, can order the latest technology and quality supplies and services, conveniently and at most-favored customer prices. GSA Schedules also offer the potential benefits of shorter lead-times, lower administrative costs, and reduced inventories.

When using the AbilityOne Program to purchase these priority source items, it enables nonprofit agencies to employ and train individuals who are blind or have severe disabilities. The benefits are clear, and the business partnership is reciprocal.

Special manufacturing or procedural techniques may be developed to adapt the work environment to meet the needs of individuals who are blind or have other severe disabilities. However, there are no modifications to the government's specifications, standards, or quality requirements unless it is mutually agreed that such modification would result in higher-quality products and services. Products and services provided under this program must meet or exceed all applicable specifications or performance standards.

The breadth and depth of the AbilityOne product offerings are a testament to the commitment, capability, pride, and excellence each of these nonprofit agencies and employees puts into their work and their products. You can view the offered products and services at www.gsaelibrary.gsa.gov or place an order at www.gsaadvantage.gov. For more information on GSA's AbilityOne Schedule please contact Susan Chin at susan.chin@gsa.gov.

New and Emerging Business Lines

Supply Chain Management Services

Increasingly, federal and military customers want customized supply chain management solutions to maximize efficiencies and streamline operations at strategically-located facilities nationwide. AbilityOne has more than 125 network partners with warehousing and distribution capabilities to fulfill requirements virtually anywhere in the United States.

AbilityOne supply chain management solutions include warehousing and distribution, inventory control and integrity, and other related operations at contractor or customer-owned facilities that rival industry leaders. The national AbilityOne network has over two million square feet of accessible space and manages and delivers thousands of line items and more than \$200 million in inventory safely and on time every year.

Supply chain management solutions include:

- Inventory integrity management
- Warehousing, stockroom, and distribution
- Kitting and light manufacturing
- Receiving, order filling, and shipping
- Logistics information systems: ERP, WMS, TMS





- Insertion point management
- Transportation, packaging, and recycling
- Reverse logistics, lifecycle management
- Pick, pack, and ship
- Repair, refurbish, and test
- Planning, purchasing, and forecasting
- Supply Chain Solutions Organization (SCSO) high performance metrics
- LEAN/Six-Sigma application capability

In addition, AbilityOne was awarded a Federal Supply Schedule for Supply Chain Management, enabling a reduced response time for federal customers. Top customers include GSA and the Departments of Defense, Army, Air Force, and Veterans Affairs.

Quick facts

- 99.1% order fill accuracy
- 96.0% employee retention rate
- 2 million sq. ft. of accessible warehouse space
- 550+ trained specialists in national network
- 99.9% inventory accuracy

- 99.0% on-time delivery rate
- \$35 million+ in current federal logistics contracts
- ISO 9001:2000 compliant and registered

Secure Document Destruction Services

During the last four years, AbilityOne has serviced more than 480 secure document destruction contracts, all while providing vital jobs for workers with disabilities.

Services include:

- Document and materials destruction
- Recycling programs
- X-ray film, imaging, and conversion services

Services feature:

- Professional, trained, bonded, insured, and drug-tested staff
- Alarm-monitored facilities with 24/7 video surveillance and 90-day backup
- Ability to watch real-time destruction of documents
- Regularly-scheduled pick-up days
- Trucks with real-time GPS tracking

- Shred widths of 5/16” versus industry standard of 5/8”
- Full seven-year background checks of all employees
- On-going training for all employees

Plant-based shredding ensures complete document destruction. Best of all, AbilityOne maintains long-term working relationships through exceptional customer service and the highest levels of security. All participating nonprofit agencies are AAA-certified and members of the National Association for Information Destruction (NAID) and the Secure Document Alliance (SDA). AbilityOne is prepared for rigid audits to ensure compliance with the strictest industry standards for secure document destruction compliance including FACTA, HIPAA, Gramm-Leach-Bliley, Sarbanes-Oxley, and other state and local industry regulations.

AbilityOne shreds paper in alignment with strict Internal Revenue Service (IRS) requirements and passes IRS inspections. Federal agencies such as the IRS and the Department of Veterans Affairs as well as hundreds of commercial banks, hospitals, and other private enterprises trust AbilityOne’s secure document destruction services.

Contract Management Support Services

Contract management support (CMS) services include the tasks required to conduct selected contract administration and contract close-out functions. These tasks include:

- Preparing correspondence and routine documents
- Expediting delivery requests
- Reconciling contract payments
- Following up on contract delinquencies
- Triaging contract files for close-out action (to include file digitization)
- Gathering the data, forms, and documentation necessary to present the government Contracting Officer with a “ready to close” contract file

In 2008, the federal government spent more than \$500 billion on the purchase of various goods and services, but is facing a critical shortage of qualified procurement

professionals due to rising attrition rates in the procurement field, as well as increased government demand.

AbilityOne is developing a training program to help meet this need while simultaneously providing high-growth career opportunities for people who are legally blind or have other severe disabilities. AbilityOne is partnering with the Department of Defense’s Defense Acquisition University (DAU) to provide the core training courses required to establish a foundation for contract management. Candidates may also apply to the AbilityOne CMS internship program, which combines the DAU training with paid on-the-job training.

Anyone who is legally blind or has other severe disabilities, has a college degree and 24 business credit hours, and is proficient using adaptive technology may be eligible for the AbilityOne CMS program. Additionally, individuals who are legally blind or have other severe disabilities who desire to work in administrative positions in support of CMS may also apply.

NIB and NISH, via AbilityOne’s national network, are working with nonprofit agencies across the country to identify qualified candidates; provide quality, relevant contract management training; incorporate real-world work experience; and leverage current federal agency relationships to place individuals in contract management support roles. The Department of the Army in particular is playing a leading, strategic role by developing a national contract for these services.

Federal contracting positions represent a significant opportunity to employ a number of people who are blind and or have other severe disabilities in well-compensated, career-oriented professional and administrative positions with potential for substantial career growth.

More information on emerging lines of business can be found by going to www.AbilityOne.org or by calling AbilityOne Customer Service at (800) 999-5963.

The AbilityOne Program

Providing Opportunities

By Stephanie Lesko

"The AbilityOne Program provides encouragement for individuals living with severe disabilities as they enter the workforce...I commend the impact that this program has had on the workforce, and I applaud the 70 years of achievement among its members and supporters."

—President Barack Obama, (then–Senator), October 2008

Committee for Purchase From People Who Are Blind or Severely Disabled

The Committee for Purchase From People Who Are Blind or Severely Disabled is the independent Federal Agency responsible for administering the Javits-Wagner-O'Day Act (41 U.S.C. 46-48c), which is the legislation governing the AbilityOne Program. The Committee's mission is to increase employment opportunities for people who are blind or have other severe disabilities in the manufacture and delivery of products and services to the federal government. The Committee's primary means of executing its mission is through the federal procurement system, where the purchase of products and services facilitates the

employment of people who are blind or have other severe disabilities nationwide.

The Committee is composed of 15 members, appointed by the President of the United States. Representatives from eleven federal agencies include the Departments of Army, Navy, Agriculture, Education, Justice, Commerce, Labor, Veterans Affairs, Air Force, Defense, and the General Services Administration. The remaining four members are private citizens who are knowledgeable and experienced advocates of the community AbilityOne serves.





Responsibilities of the Committee:

- Determines which products and services are suitable for the AbilityOne Program, and thus, are added to the program Procurement List. Once a product or service is included on the list, federal customers buy them from AbilityOne-participating nonprofit agencies;
- Sets product/service fair market prices; revises prices in accordance with market conditions;
- Ensures AbilityOne-participating nonprofit agencies comply with Committee and other federal rules and regulations (through on-site reviews of agency operations, annual certifications, and other means); and
- Works with federal customers to facilitate their AbilityOne purchases.

Responsibilities of the Committee staff:

- Manages and executes the AbilityOne Program;
- Communicates with federal customers the benefits and processes associated with purchasing AbilityOne products and services;
- Reviews and analyzes recommended fair market prices for current and proposed AbilityOne products and services;
- Assists nonprofit agencies in complying with Committee rules and regulations and those of other federal agencies; and
- Identifies and researches issues pertinent to the AbilityOne Program for review and discussion by the Committee;
- Implements technology infrastructures to facilitate communication and rapid access to information electronically among Committee members, Committee staff, central nonprofit agencies, nonprofit agencies, and federal customers.

Through National Industries for the Blind (NIB) and NISH (serving people with a range of disabilities), the Committee members and staff currently works with more than 600 nonprofit agencies across the country, as well as in Puerto Rico and Guam. Federal agency purchases of AbilityOne products and services provided by these participating agencies, and the people who are blind or have other severe disabilities they employ, help battle the high unemployment rate faced by this untapped labor resource. Recent Census data shows that 60 percent of these Americans are not employed. The AbilityOne Program continues to create new employment opportunities through program innovation, training, and leveraging the federal procurement process.

"Freedom is no half-and-half affair. If [a] citizen is guaranteed equal opportunity in the polling place, he must have equal opportunity in the marketplace... We are poor indeed if this nation cannot afford to lift from every recess of American life the dread fear of the unemployed that they are not needed in the world."

—President Franklin D. Roosevelt



"[AbilityOne's] well-established national network is a solid base of readily available personnel who are focused on meeting the customer's needs."

--Lori Donovan, Contracting Officer, U.S. Bureau of Census

Customer Advantages

The AbilityOne Program enables federal agencies to accomplish their mission and achieve their goals.

Quality

AbilityOne products and services meet or exceed all performance standards or applicable specifications. Special manufacturing or procedural techniques may be developed to adapt the work environment to meet the needs of individuals who are blind or have other severe disabilities. However, there are no modifications to the government's specifications, standards, or quality requirements unless mutually agreed that such modification would result in higher-quality products and services.

National Network of Product and Service Providers

It's virtually impossible to let a national contract for custodial services or grounds maintenance. Most national franchise companies contract these services out locally or regionally. With AbilityOne you can make one phone call to engage the AbilityOne national network.

Third Party Program Management

Program managers at NIB and NISH provide contract support for AbilityOne products and services.

On-time Delivery

As with specifications, nonprofit agencies providing products or services under the AbilityOne Program are required to ship and perform in compliance with the government's schedule.

Fair Market Prices

Prices under the AbilityOne Program are established by the Committee and are based on the commercial market for comparable products and services.

Wide Range of Distribution Channels

AbilityOne products can be obtained through a wide range of distribution channels including GSA Global Supply™, GSA Advantage!®, commercial vendors on the GSA Multiple Award Schedule, Base Supply Centers, and www.AbilityOne.com. The most current information regarding AbilityOne ordering and distribution channels is available at www.AbilityOne.gov/distributors.

Reduced Paperwork and Pre/Post-Award Costs

Once a product or service is added to the Procurement List, the government will continue to purchase it from the nonprofit agency. As long as performance on price, quality, and delivery is maintained by the nonprofit agency and the government's needs remain, there is no need to re-compete the product or service. In addition,

there is no need to issue a complete solicitation package each time a price is negotiated. This is a significant savings to the government in terms of time and resources.

Central Points of Contact

A unique advantage of the AbilityOne Program is its central point of contact in addition to the nonprofit agency providing the product or service. In the event of problems, the designated organization can be called upon by the nonprofit agency or the

contracting activity to assist in their resolution. This assistance can take the form of engineering and technical support, as well as management assistance. The Committee staff is also available to provide assistance: please contact Eric Beale, Program Liaison, at ProgramLiaison@AbilityOne.gov or ebcale@AbilityOne.gov.

On www.AbilityOne.gov you can also find a listing of agency liaisons across the federal government.



"They [Skils'kin, AbilityOne nonprofit] are the most accommodating, understanding, helpful and caring employer I have ever had."

--Jennifer Bodner, AbilityOne employee and Special Olympics athlete



Employee Advantages

Individuals who are blind or have other severe disabilities benefit from AbilityOne. The program provides nonprofit agency employees with invaluable vocational opportunities not otherwise available; this translates into additional income and increased independence.

Long-term Work Experience

Unlike many short-term commercial contracts, the procurement of AbilityOne products and services provides long-term, stable employment for individuals who are blind or have other severe disabilities. In many cases, these individuals have had few other employment opportunities.

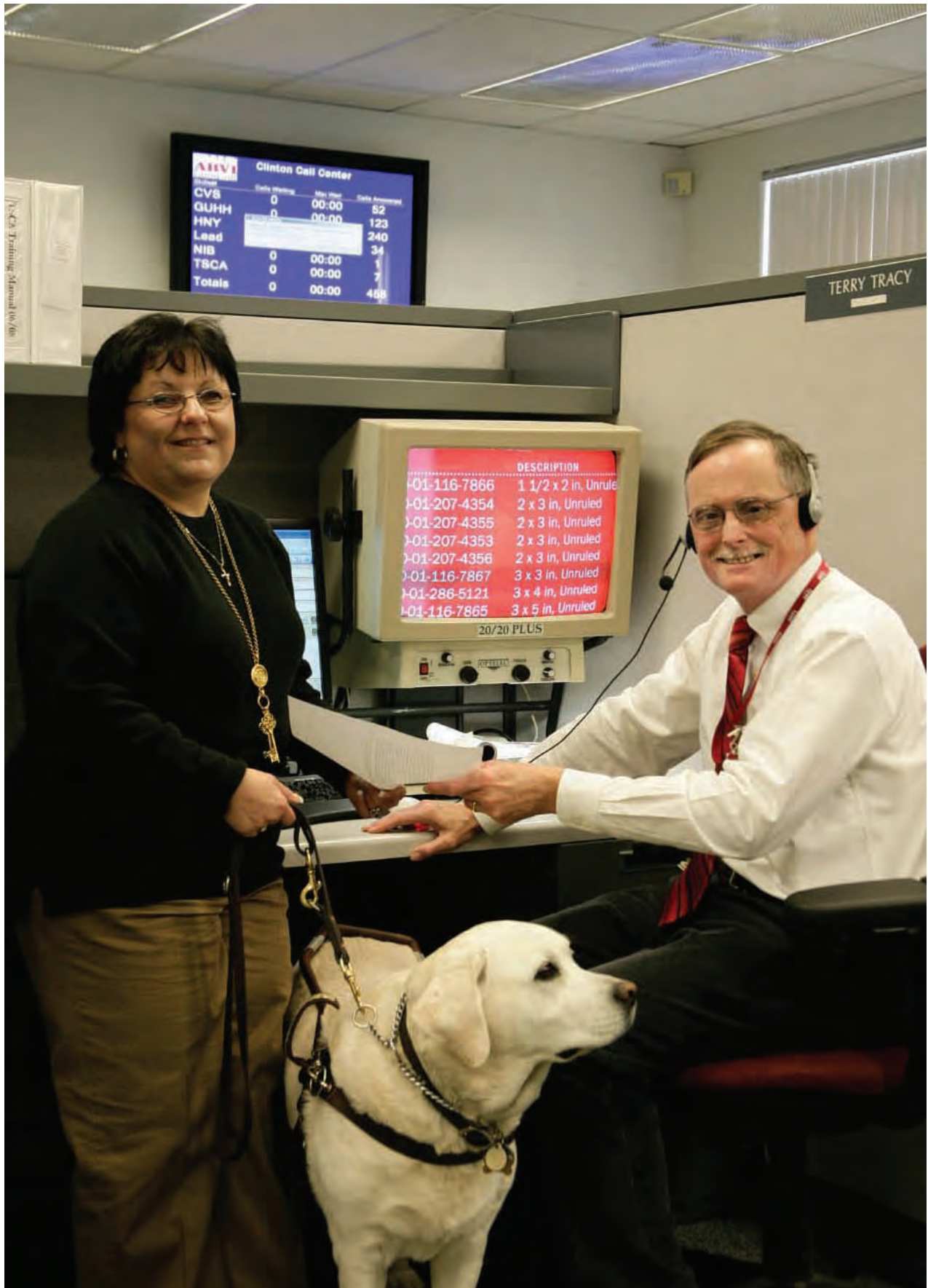
Marketable Job Skills

AbilityOne employment provides a chance to develop job skills that offer opportunities for professional advancement. Through expanding their scope of experience and enhancing their abilities, some employees then tackle new assignments at increasingly higher levels of difficulty. This experience prepares them for a wider variety of jobs in competitive employment either within or outside of the nonprofit agency. Sometimes AbilityOne employees are recognized by the federal personnel they are serving as well-trained candidates for vacant federal positions. Taxpayers benefit from the AbilityOne Program by the resultant decreased dependence on federal aid to people who have disabilities.

Increased Independence

Research shows that AbilityOne nonprofit agencies pay sufficient wages that permit people with severe disabilities to reduce their need for other government entitlement payments and rehabilitation services, thus saving federal dollars while providing employees increased independence.

AbilityOne continues to be considered a model federal program that encourages private and public partnerships and empowers people who are blind or have other severe disabilities to work with little, if any, government assistance. The program also enables the federal government to purchase quality products and services while saving time, money, and personnel on contracts and paperwork. The Committee's two central nonprofit agencies — NIB and NISH — facilitate the distribution of orders among nonprofit agencies participating in the AbilityOne Program.



“It is respectable to be blind...”
—Dr. Kenneth Jernigan, 1926–1998
Longtime advocate for, and leader of, people who are blind

National Industries for the Blind (NIB)

NIB operates under the AbilityOne Program to enable people who are blind to work and provide products and services to federal and commercial customers. NIB and its associated agencies supply federal markets with a selection of more than 3,000 quality products and services, many under the trade name SKILCRAFT®—manufactured and provided by people who are blind at more than 85 associated agencies across the nation. Under the AbilityOne Program, NIB and its associated agencies employ more than 6,000 people who are blind each year, operate over 130 base supply centers, and deliver millions of dollars worth of products and services to federal, state, and commercial markets each year.

Like other businesses, NIB must deliver quality products on time at competitive prices. To accomplish this, NIB supports its agencies with business development, product and service research and development, program management, distribution channel development and support, marketing, sales, and contract administration.

Unlike other businesses, under the AbilityOne Program NIB agencies must generate at least 75 percent of their direct labor hours by persons who are blind. NIB works with agencies to recommend workplace accommodations and adaptive technologies, manufacturing processes, job reengineering, feasibility

studies, quality control, and training. This enables agencies to modify jobs, equipment, processes, and workflow to establish employment opportunities and to train employees with visual and other disabilities.

NIB gauges the federal demand for specific products, adapts their operations to accommodate employees who are blind, and supplies the government with the products and services it demands. Like all government contractors, AbilityOne nonprofit agencies must meet the same provisions for quality and contract requirements. They offer good wages and fringe benefits, meet Department of Labor and other workplace regulations, and present promotional opportunities.

AbilityOne Program revenue also allows NIB and its agencies to pay more than \$100 million per year in wages and employee benefits, and offer rehabilitative services to more than 130,000 children and adults who are blind. Rehabilitative services include early childhood intervention, adult literacy, low vision examinations and aids, Braille literacy, nutritional and health services, occupational and physical therapy, personal and career counseling, recreation, transportation, mobility, daily living skills, and employment training.



“All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.”
–Dr. Martin Luther King, Jr., 1929–1968

NISH

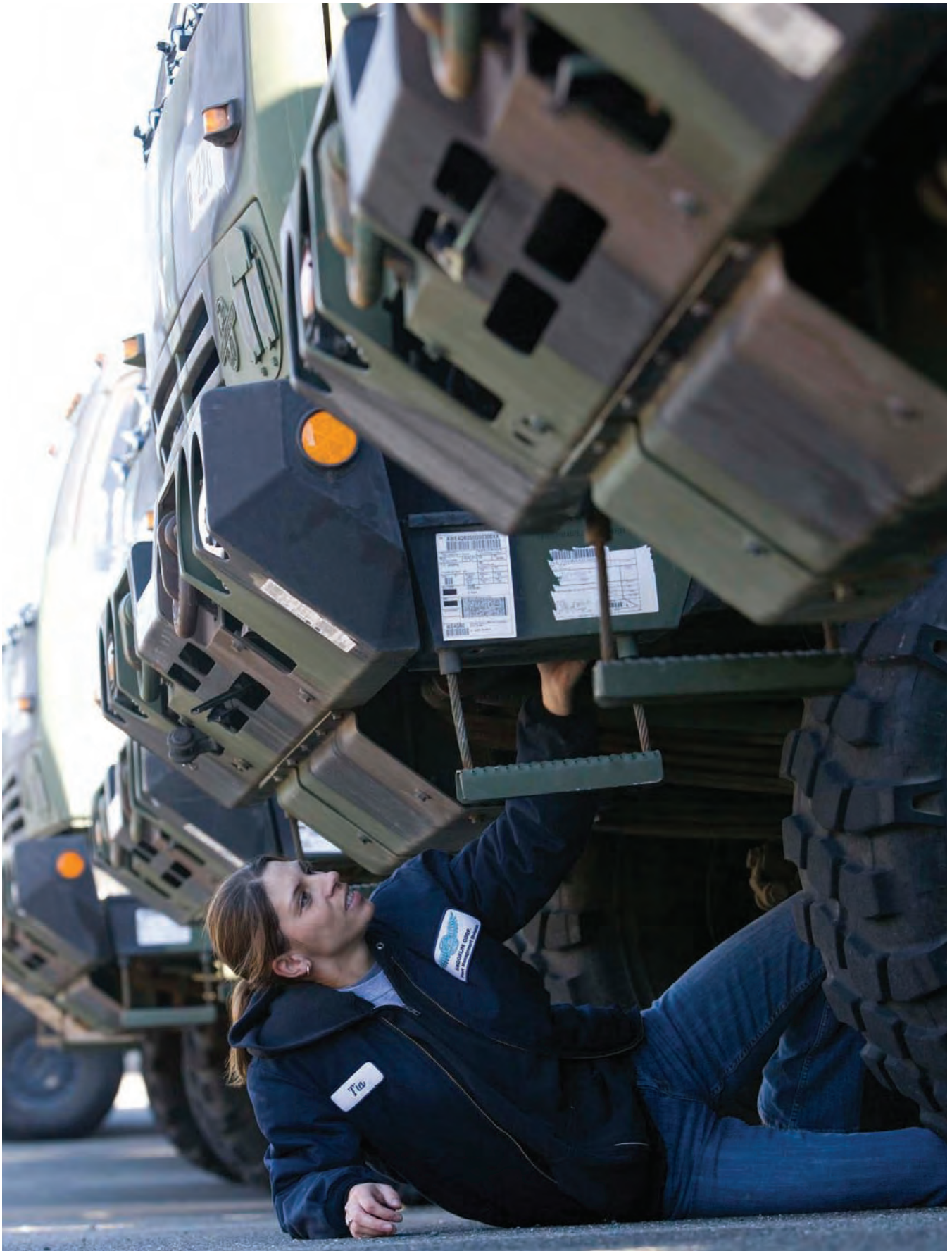
NISH creates employment opportunities for people with severe disabilities by securing federal contracts through the AbilityOne Program’s network of community-based nonprofit agencies. Among its services, NISH offers its agencies regulatory assistance; information technology support; engineering, financial, and technical assistance; legislative and workforce development assistance; communications and public relations expertise; and an extensive training program. Through the AbilityOne Program, NISH develops and maintains employment and training opportunities for people with severe disabilities – envisioning a society in which citizens with disabilities exercise decisions concerning their own lives including employment, welfare, personal supports and dignity. NISH operates under the core values of integrity, accountability, diversity, excellence, innovation, and collaboration in all it does.

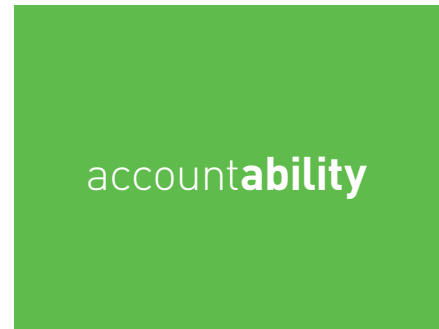
NISH-affiliated nonprofit agencies provide a wide array of services and programs ranging from contact centers to complete facility management at hundreds of federal installations and facilities throughout the United States. NISH provides critical services to high-profile and prestigious landmarks nationwide including the Pentagon, Statue of Liberty, Library of Congress, and five presidential libraries.

NISH-affiliated nonprofit agencies also assemble products that run the gamut from paper clips to unique military battle dress uniforms, chemical protective over-garments, and magazines for M-16 weapons.

For over 15 years, the NISH Training Academy for Leadership, Performance and Development has trained over 4,000 nonprofit employees nationwide, free of charge.

In an effort to expand employment opportunities, NISH has created a strategic business development department to identify and develop business lines having significant potential for AbilityOne job growth as well as allowing affiliated nonprofit agencies to pursue non-AbilityOne opportunities. These business lines include secure document destruction, laundry services, secure mail center services, warehouse and distribution, hospital housekeeping, contact center services, and fleet management. NISH provides resources for nonprofit agencies for expansion purposes as well as to help them improve their performance in existing lines of business. NISH is developing best practices that will ensure that federal customers receive the level of service that they deserve, and that people with disabilities secure the jobs that they desire.





Put our **abilities** to work for you.

No matter what your federal contract needs call for, AbilityOne can meet your high performance standards for products and services, such as:

- Administrative Services
- Custodial Services
- Document Management Services
- Facility Management Services
- Fleet Management Services
- Food Services
- Grounds Maintenance Services
- Laundry Services
- Secure/Digital Mail Services
- Contact Center Services
- Supply Chain Management Services
- Healthcare Environment Services (HES)/ Hospital Housekeeping (HHK)
- Apparel and Equipage
- Food Processing and Packaging
- Hardware, Paints and Equipment
- Medical and Surgical Supplies and Equipment

What's more, AbilityOne enables you to create employment opportunities for people who are blind or have other severe disabilities.



AbilityOne.org



Getting a handle on one of the people who bring you wet mops and more:

Frankie Monegro does everything from sewing mops on a heavy-duty machine to packaging them for New York City Industries for the Blind in Brooklyn, New York. "I like working here. I get to meet people from all around the world, so I learn a lot," says Frankie, whose vision was impaired by a virus 16 years ago. Frankie loves to help others. "I took some walking canes to hand out to visually impaired people on a trip to Guatemala," he adds with pride. At home, Frankie also enjoys raising his highly energetic 5-year old daughter. Soft spoken. Hard working. That's Frankie Monegro, just one of the many people who bring you SKILCRAFT and other products produced through the AbilityOne Program.

Created with pride by Americans who are Blind or have other Severe Disabilities™

Available on www.gsaAdvantage.gov
also available through FEDSTRIP/MILSTRIP



NSN# 7920-01-513-3300



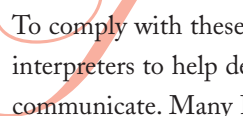
Language Services

GSA Provides Vital Resources for Sign Language Needs





The American with Disabilities Act, established in 1990, states that deaf and hard-of-hearing citizens have the right to effective communication on the job and in all federal, state, and local government agencies, including schools, hospitals, courts, prisons, libraries, and human services organizations. Additionally, Section 504 of the Rehabilitation Act of 1973, as amended, requires that federal agencies provide meaningful access for individuals with disabilities to federally conducted programs and activities.



To comply with these laws, federal agencies hire interpreters to help deaf and hard-of-hearing people communicate. Many Federal agencies often hire full-time interpreters. Other government agencies hire interpreters on a part-time or short-term basis to satisfy their needs. Whether an occasional or full time user of interpretation services, every agency can benefit by bridging the communication gap. GSA Language Schedule Service providers are the best available option to help staff your various sign language needs.

Federal agencies have a variety of options to satisfy sign language needs, which include:

- Hiring interpreters on a full-time basis to help people who are deaf or hard-of-hearing communicate;
- Hire interpreters on a part time or short term basis;
- Outsource their recruitment process and utilize; professional language service companies on the GSA schedule.

Outsourcing sign language services to professional language services specialists can be an effective and efficient way to satisfy your agency's needs. Language service companies have the specialized knowledge and expertise to ask the right questions and ensure that client needs are met. Companies with expert knowledge of the language industry can help optimize interpreting sessions.

Interpreters in the workplace can facilitate effective communication among employees, supervisors, management, officials, applicants, guest speakers, and other individuals who do not know or use sign language. Communication difficulties between people with multiple challenges including deafness, blindness, or a combination thereof and communications between these individuals and hearing personnel may be eased through the use of an

interpreter as well. Some hard-of-hearing people can speak and read lips or hear well enough to communicate with little problem. Others use sign language and depend on interpreters to help them communicate with the hearing world. Interpreters for the deaf and hard-of-hearing are the people who translate between spoken English and sign language, changing a speaker's words into sign language for a deaf audience or "voicing" a person's signs for a hearing audience.

There are many factors to consider when requesting sign language services:

- What variant of sign language does the client use?
- Are there any medical impairments that would require a specialized interpreter?
- Is the session consecutive or simultaneous?
- How many interpreters will be needed for an interpreting session?

In the United States, most interpreters for people who are deaf or hard-of-hearing use American Sign Language (ASL), a unique language with a grammar and vocabulary very different from English. Although there are many other types of sign language, including Spanish Sign Language, Russian Sign Language and other sign languages that correspond to different spoken languages. ASL is the most widely utilized form in the United States. Between 100,000 and 500,000 people in the United States use it as their primary mode of communication

Some interpreters, called transliterators, help people who are deaf who read lips get the full meaning of a speaker's words. When a speaker is difficult to see, speaks quickly, or uses an unfamiliar accent, lip readers can't easily understand the meaning of the words. Translitterators solve this problem by mouthing the speaker's words clearly and

slowly and by communicating through Cued Speech, a system that uses hand shapes and hand placements to represent sounds and syllables.

As a purchaser of interpretation services, it is important to know that there are two types of interpreting sessions: consecutive and simultaneous. In consecutive interpretation, the interpreter has time to process information before translating. A consecutive interpreter listens to one person speak, or watches the person sign and, after the speaker or “signer” finishes, the interpreter translates the information. In simultaneous interpretation, an interpreter listens to someone speak—or watches someone sign—and translates at the same time. For instance, if an interpreter is simultaneously translating a new hire orientation for deaf staff members, the interpreter must listen to the presenter and sign as the presenter continues to speak.

For either type of interpretation it is important to realize that many interpreting sessions that require two or more hours of interpreting will require two or more interpreters. Studies have shown that an interpreter’s accuracy usually diminishes after working continuously for twenty minutes or more. Interpreting sessions vary greatly and it may be advisable to contract more than two interpreters depending on the number of clients, the logistics of the assignment, and other variables.

Whether the assignment is short term or long term, a GSA MAS language service provider is your best option to facilitate interpreting requests. Companies are aware of the various nuances and details required to fit the best interpreter to a particular assignment.



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The image features a man in a grey suit and purple striped tie, holding a purple marker and drawing a complex, interconnected diagram on a white background. The diagram consists of various circles, lines, and 'X' marks, some of which are connected by arrows, suggesting a network or ecosystem. The man is looking towards the camera with a slight smile. The overall theme is 'Healthcare Re-imagined'.



imagination at work

accountability



The AbilityOne Program handles 44 million pounds of laundry every year, operating at more than 60 facilities nationwide.

AbilityOne has provided high quality laundry services for over 30 years. In addition to creating vital employment opportunities for people who are blind or have other severe disabilities, we can fulfill your contract requirements including:

- Apparel, hospitality and healthcare textile laundering
- Certified linen and laundry management training
- Dry cleaning
- Rough dry service
- Apparel pressing
- Flat work service
- Linen distribution and exchange
- Linen procurement and rental
- Uniform management
- Laundry/linen mending
- I.D. marking of goods
- Pick-up and delivery service
- Customized invoicing reports
- Barcode tracking system




AbilityOne.org

Full Spectrum Support

GSA Provides Agencies Full Service Support Options

Civilian agencies have been downsizing administrative staff levels in response not only to cost-cutting initiatives from the executive branch, but to cuts in general support services, which are very labor intensive. Government agencies have recently voiced the need for “full service” HR support services.





GSA has a Multiple Award Schedule that is intended to be the primary, preferred method of procurement for a wide range of professional Human Resources and EEO services. Those who have suffered recent injuries or are in need of rehabilitative care, therapy, or social services can take advantage of Social Services available from GSA's Multiple Award Schedule 738 X.

SIN 595-28 Social Services

The social services SIN helps to fill a wide variety of agency needs in support of returning Iraq, Afghanistan, and Bosnian military veterans and federal civilians and their families.

The social services SIN affords customer agencies the opportunity to select a customized integrated group of HR services. These professional services reside in addition to the scope of the traditional EAP Employee Assistance Services.

Contractors provide essential individual support services including a full range of human resources, employee assistance, and related social services including, but not limited to, traditional EAP, vocational/rehabilitation; physical/occupational therapy and outpatient services, personal, child/youth and family support services, emergency response and relief social services, community-based civic social services and social advocacy (personal care, daycare, religious, and human rights consulting support) educational and public health program administration, service registries (employment, ship crew, daycare, etc.), Veterans readjustment, benefit/compensation, consultation in the areas of individual and family personal, business, financial enhancement. Provide advice, training, and counseling in self-improvement, health and wellness training, stress management, family situations, substance abuse and legal consultation. Services may be short and long term, bundled or unbundled.

Physical Therapy

Physical Therapy (PT) is a service provided to patients with a variety of musculoskeletal and neurological problems. The goals of physical therapy are to decrease pain and improve function through the use of modalities, manual therapy, and exercise programs.

Physical therapy is available for evaluation, diagnosis, and treatment after injury, accident, surgery, or illness. Physical therapy usually involves repeated stretches and exercises taught to a patient by the therapist and designed to add strength and flexibility and improve balance.

Occupational Therapy

Occupational Therapy (OT) is the use of therapeutic purposeful/functional activities with individuals who are limited by physical injury, illness, psychosocial dysfunction, developmental, or learning disabilities or by the aging process. The goals of occupational therapy are to maximize independence, prevent disability, and maintain health.

Occupational therapy helps mentally or physically disabled persons return to everyday life through learning or relearning basic tasks that might include cooking or the seemingly simple act of tying a shoelace. It can involve teaching new approaches for doing a task, breaking down tasks into simple components, assessing skills and designing treatments, recommending adaptive equipment, changing a living or working environment, and home or work site evaluation. It can also do therapy through creative tasks.

Social services available under the GSA MAS also include:

- **Critical incident stress debriefings** for traumatic events. These could include workplace accidents, natural disasters, and workplace violence.
- **EAP Counselors** are available 24 hours a day, seven days a week. Workshops are also available on behavioral health and work/life topics.
- **Wellness services under EAP** include health risk assessment, health and wellness coaching, health screens, and smoking cessation.
- **Health screenings under EAP** include: cholesterol, blood pressure, bone density, diabetes, some cancers, body mass index, hearing, vision, and other health risk factors.
- **Health Risk Assessment under EAP** includes identifying health risks and teaching how to make lifestyle changes.
- **Health and Wellness coaching under EAP** include weight management, smoking cessation, fitness and exercise, chronic conditions including asthma, diabetes, cardiovascular disease, and back pain.

- **NAICS* number 621420 Outpatient Mental Health and Substance Abuse Centers**

Contractors provide counseling and information related to mental health and substance abuse programs and provide outpatient services.

- **NAICS* number 624310 Vocational Rehabilitation Services**

Contractors provide specialized training, counseling, and research in support of re-employment, focused on employment of persons with disabilities, job training, sheltered workshops, and work experience centers.

*The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For a more detailed explanation, see

<http://www.census.gov/eos/www/naics/>

For more information on GSA's Multiple Award Schedule Program, go to www.gsaelibrary.gsa.gov or call (212) 264-0868.



dependability



Looking for customized Supply Chain Management solutions that include performance-based services? Depend on AbilityOne.

AbilityOne will fulfill your federal contract needs while enabling you to create employment opportunities for people who are blind or have other severe disabilities. Our competitive Supply Chain Management services include:

- Inventory management
- Warehouse, receiving and distribution
- Kitting and manufacturing
- Logistic Information Systems such as ERP, WMS, TMS, AMS
- Insertion point management
- Transportation
- Reverse logistics and life-cycle management
- Repair, refurbish and test
- Pick, pack and ship
- Planning, purchasing and forecasting
- SCSO high performance metrics
- Multi-regional/National supply chain management capability



Mobility and Workplace Design

In an effort to ensure the safety of people working in and visiting the workplace, many aspects of workplace design are regulated under various federal, state, and local codes. These codes address different public and private facilities where people congregate including offices, retail establishments, and restaurants. Codes cover all aspects of building design and layout that relate to people being able to access, use, and exit a building in the event of an emergency.



Some aspects of the codes go beyond life safety and are developed to address the specific needs of people with mobility limitations. They are intended to ensure that people are able to access, move about, and otherwise reasonably occupy a facility. The most far reaching of the codes is the Americans with Disabilities Act Accessibility Guidelines (ADAAG) developed to support the Americans with Disabilities Act (ADA).

In many instances when specifying furniture for the workplace, ADA compliant furniture is called for. However, while the ADAAG addresses requirements for hallways, doors, restrooms, water fountains, and many

other building features, it does not include standards for furniture. The guidelines do contain some guidance on knee space clearance and reach that may affect an office design. So while furniture manufacturers can't necessarily claim that an item of furniture is ADA compliant, they can and have developed products that can help you create a functional and accessible workspace. Many vendors have developed information and guidance and can assist furniture designers and specifiers in meeting ADA requirements. Many have also embraced the concept of universal design which emphasizes designing products that can be used by all people rather than customizing designs for specific needs.



Many of the furniture products used in offices today have features and options that can be used to accommodate the needs of individuals with mobility impairments. These features include modular components in a wide range of sizes that can be assembled or arranged to provide a workspace that provides the accommodation required by ADA. Adjustable products are available that can be adjusted to an individual's needs during installation or provide for adjustment by the user at any time throughout the workday. These adjustable features can also make it possible to meet the needs of multiple persons sharing a workspace.

When designing workspaces, organizations sometimes face a decision whether to customize a workstation and workspace to meet the needs of an individual with mobility impairment or whether to try to develop a standard design

that can be used by all personnel. Neither direction will be the correct way to go in every situation. Often there is the perception that customizing a single station would be cheaper and that to standardize would drive up the costs of all of the workstations. While some workstation enhancements can significantly increase the cost of a workstation, it is not necessarily true that this will always be the case.

Many organizations standardize the workspace designs to simplify layout of the office, office reconfigurations, personnel moves, and product inventories. Sometimes the decision to standardize does not consider the needs of the individuals or even the needs of the job function. Ultimately, designs that balance the needs of the organization, individuals, and the job itself benefit productivity, morale, and the bottom line.



The Federal Relay Program

Federal Relay Program (FedRelay) enables agencies to provide accessibility to their telecommunications systems by federal employees who are deaf, hard-of-hearing, deaf/blind, or have speech disabilities.

The FedRelay provides federal agencies the resources to meet their obligations under Section 504 of the Rehabilitation Act. Agencies can use the FedRelay to provide reasonable accommodations to their employees with disabilities in the workplace. FedRelay also allows the general public to conduct business with the federal government and its agencies. Calls are relayed using specially trained Communications Assistants (CA) or Video Interpreters (VI). The CA/VI simply acts as a transparent conduit for the transmittal of information. The service is accessible domestically (50 states as well as Puerto Rico, the Virgin Islands, Guam, and the District of Columbia) 24 hours a day, 7 days a week.

This highly successful program has been operated by GSA since 1989. Currently, the service is being provided by Sprint under a five-year contract. There are six services that agencies may order to provide accessibility, each with its own characteristics.

Telecommunications Relay Service (TRS (TTY/Voice))

With TRS, a person who is deaf, hard-of-hearing, deaf-blind, or speech-disabled uses a TTY to type his/her conversation to a Relay Operator who then reads the typed conversation to a hearing person. The Relay Operator relays the hearing person's spoken words by typing them back to the TTY user.



Speech-to-Speech (STS)

Speech to Speech allows speech-disabled persons to voice their conversation. A specially trained Relay Operator repeats the words of the person with a speech disability or synthesizer output to the other party. You do not need special equipment to use this service.

Captioned Telephone Service (CapTel)

CapTel® phone users place a call in the same way as dialing a traditional phone. CapTel uses voice recognition technology to display verbatim captions text of the conversation on the telephone's screen, allowing you to hear and read everything the person on the other line says to you!

IP Relay

IP Relay is a service offered to deaf and hard of hearing individuals that allows them to place relay calls over the internet between locations in the United States (including its territories).

Federal Video Relay Service (FedVRS)

Video Relay Service (VRS) is an exciting supplement to the traditional TTY relay service. The new service provides American Sign Language users with an attractive

alternative that offers them the opportunity to communicate by video conferencing, using their native language, which may be preferred over the traditional TTY Relay Service.

Relay Conference Captioning (RCC)

Relay Conference Captioning (RCC) provides the capability for individuals who are deaf and hard-of-hearing to participate in remote meetings, phone calls, videoconferences, and multi-party teleconference calls in a functionally equivalent basis as hearing employees. RCC uses the same high-quality captioners that produce closed captioning for television; you can receive live, real-time text streamed to an internet-connected computer anywhere in the world. A high-speed internet connection is not required.

With the exception of Relay Conference Captioning, all calls are strictly confidential and no records of conversations are maintained. For additional information go to: www.federalrelay.us.

If your agency has not ordered service and is interested in doing so please contact Pat Stevens at (703) 306-6308 or Ed Smith at (703) 306-6394.

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give up the idea
of having to give
something up.

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For more ways that J+J/Invision keeps the environment in mind, you can visit their web-site at jj-invision.com




Assistive Technology in Today's World

Access Technology: A Prescription for Information



Because many AbilityOne-participating nonprofit agencies focus on providing employment and rehabilitation services to people who are blind or have low vision, those nonprofit agencies are highly successful in adapting technology and work stations to the specific needs of each individual.



Access technology such as JAWS, a popular screen reader software, supports individuals who are blind by reading and efficiently organizing the information software applications display on the screen. Using keyboard commands to quickly navigate and locate items on the screen, and using a speech synthesizer to read the text and attributes aloud, screen readers bring information to people who are blind so that they need to work successfully and live independently.

People who have limited sight can also benefit from screen magnifier products such as Zoomtext or MAGic. Screen magnifiers digitally redraw the text on a display, enlarging the material as much as 16 times, and substituting higher contrasting colors. In addition, Closed Circuit Televisions, or CCTV, such as an Apollo Laser or Visualtek, electronically magnify text and images from a printed page onto a screen.

Below some examples of how AbilityOne nonprofit agencies utilize assistive technology to better serve their workforce:

- The Lighthouse for the Blind Inc., in Seattle, Washington, has many employees who are deaf-blind. Some of these employees work in the agency's manufacturing operations center to create machine parts for Boeing, using equipment modified with Braille markings. This is especially critical so that employees can safely use lathes and sharp blades. Adaptive technology is also beneficial when the nonprofit agency needs to relay announcements; the nonprofit agency communicates broadcast messages to employees through vibrating cell phones.
- Several AbilityOne nonprofit agencies support the Veterans Affairs hospitals in Albany, Montrose, and Castlepoint, New York; Erie, Pennsylvania; and Kansas City, Missouri, using Compusult Responder. Compusult Responder is a machine-vision-based automated monitoring system that continuously "watches" electronic equipment, such as alarm panels. By providing notification of events using speech

output, Compusult Responder enables operators who are blind or have other visual impairments to monitor fire and patient alarm panels in switchboard rooms. AbilityOne nonprofit agencies utilizing this equipment are Central Association for the Blind and Visually Impaired, Utica; Association for Vision Rehabilitation and Employment, Binghamton; and Northeastern Association of the Blind, Albany, New York; and Alphapointe Association for the Blind, Kansas City.

- Several AbilityOne nonprofit agencies operate telephone switchboards for U.S. Air Force bases (AFB) and deployed personnel. Employees operate computer-based consoles with large monitors and use Zoom Text and JAWS to obtain immediate access to telephone databases. These nonprofit agencies and locations include Oklahoma League for the Blind (Tinker and McConnell AFB); San Antonio Lighthouse for the Blind (Dyess AFB); Lighthouse for the Blind, New Orleans (Barksdale AFB); Lighthouse for the Blind, St. Louis (Scott AFB); Bestwork Industries for the Blind, Runnemede, New Jersey (McCoy AFB); Columbia Lighthouse for the Blind, Washington, DC (Andrews AFB); and Delaware Industries for Blind, New Castle (Dover AFB).
- AbilityOne nonprofit agencies operate three Storage and Distribution Depots, as well. Through VOCOLLECT Talkman, employees can communicate directly with the central computer system via wireless technology. This enables the employees to accurately receive instructions and order details. By using barcode scanners and the computer, AbilityOne employees can verify that they are picking the correct item and quantity. As a result, AbilityOne can ensure error-free order fulfillment. These nonprofit agencies are Arizona Industries for the Blind, Phoenix; Travis Association for the Blind, Austin, Texas; and Industries of the Blind, Greensboro, North Carolina.



The federal government mandate for Section 508 compliance has opened the door to new technologies that enhance accessibility for all employees. Today, many new management tools are available to provide accessibility to employees who are blind. Some of these are items people use every day, such as talking cell phones, GPS systems, and note takers with speech or Braille displays.

Keeping it Simple: Most Assistive Technology Solutions Don't Require an Engineer

The term “assistive technology” very often evokes images of the previously mentioned cutting-edge software, high tech devices, and redesigned machines and tools – in other words, the work of well-trained engineers. Recently, AbilityOne nonprofit agency Gulf Coast Enterprises (GCE) in Pensacola, Florida, learned firsthand that first-rate assistive technology for its employees could also be achieved quickly and inexpensively by focusing on the answer to a very straightforward question: “What do you need?”

Both in the federal government and in nonprofit agencies, when requesting help in retrofitting an employee's workstation, it is important to inquire about what job tasks the employee finds difficult to do.

JETS and Assistive Technology

NISH and the Junior Engineering Technical Society (JETS) recently co-hosted the annual National Engineering Design Challenge (NEDC) Finals Competition, honoring high school students for designing assistive technology solutions that remove workplace barriers for people with disabilities. After selecting problems to address, 250 high school teams in 40 states and U.S. territories developed assistive technology solutions. Students worked with people with severe disabilities in the process, and researched, developed, built, and tested solutions. All 28 semifinalist videos are available online at www.jets.org/nedcsemifinals.



Incredible drive from one of the people who bring you flip drives:

Nathan Shaffer has parlayed his love of computers into a valuable management position, overseeing the assembly of ultra-sleek SKILCRAFT USB flip drives at North Central Sight Services in Williamsport, Pennsylvania. That is impressive in itself but it is even more so when you learn that Nathan has been legally blind since birth. Accustomed to overcoming obstacles, Nathan makes sure everything runs smoothly on the assembly site. "Every one of our flip drives is rigorously tested," he adds, "to insure its quality." What's Nathan up to when he isn't working? He and his horse go on trail rides and compete in the ring. Plus, he's been a volunteer fire fighter for the past six years. Like Nathan says, "If you put your mind to it, you can do anything." Highly skilled, incredibly driven. That's Nathan Shaffer, one of the people who bring you SKILCRAFT products.

Created with pride by Americans who are Blind or have other Severe Disabilities™

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Ask the **Acquisition Expert**

Welcome to GSA's
"Ask the Expert" column.
Here, we answer commonly
recurring questions received
about GSA's Acquisition
Programs.

In this issue, we discuss the
service-disabled veteran-
owned small business
program.



We Want to Hear from You!

We would like to gather your questions in advance and then respond to them.
Please send any questions to asktheexpert@gsa.gov. You may well see your
question in our next edition!



Question: The President signed the “Veterans Entrepreneurship and Small Business Development Act of 1999.” Give us a sense of what this means for agencies.

Answer: In August 1999, the President of the United States and Congress recognized the challenges service-disabled veteran-owned small businesses (SDVOSBs) face in their participation in government contracting and enacted the “Veterans Entrepreneurship and Small

Business Development Act of 1999.” The Act mandates “the government-wide goal for participation by small business concerns owned and controlled by service-disabled veterans shall be established at not less than three percent of the total value of all prime contract and subcontract awards for each fiscal year.”

To further increase opportunities for SDVOSBs in government contracting, in December 2003, the President and Congress enacted the Veterans Benefits Act of 2003. Federal agencies, in accordance with the new Act, may:

- Restrict certain contracts to SDVOSBs if at least two are expected to submit offers.
- Sole source to an SDVOSB for up to \$5 million for manufacturing contracts and \$3 million for non-manufacturing

contracts, provided there is no reasonable expectation that at least two SDVOSBs are expected to submit offers.

In 2004, Executive Order 13360, Providing Opportunities for Service-Disabled Veteran Businesses To Increase Their Federal contracting and subcontracting was signed. This Executive Order directs agencies to more effectively implement the Veterans Entrepreneurship and Small Business Development Act.

Question: What is the purpose of the service-disabled veteran-owned small business program?

Answer: The purpose of the service-disabled veteran-owned small business program is to provide procuring agencies with the authority to set acquisitions aside for exclusive competition among service-disabled veteran-owned small businesses, as well as the authority to make sole source awards to service-disabled veteran-owned small businesses if certain conditions are met. (See Code of Federal Regulations (CFR) 13 C.F.R. 125.8-125.10).

Question: What defines a service-disabled veteran-owned small business (SDVOSB)?

Answer: The Small Business Act defines an SDVOSB as a business that is (1) at least 51 percent owned directly and unconditionally by a service-disabled veteran and (2) managed and controlled by a service-disabled veteran, or

spouse or permanent caregiver of a service-disabled veteran with a permanent and severe disability. (See 13 C.F.R. 125.8-125.10).

Question: When is an SDVOSB eligible for an award?

Answer: In order to be eligible for award of an SDVOSB set-aside contract, a firm must represent, at the time of its offer, that it is an eligible SDVOSB. (See FAR 52.219-1 and 52.219-27).

Question: How can GSA's Schedules program assist federal agencies in this area?

Answer: The Schedules program supports the statutory goals set by Public Law 106-50 and identifies and includes veteran-owned businesses. Utilizing the Schedules program requires minimal effort on your part, and it can make a considerable, positive impact on veteran-owned businesses. Further the Schedules program and GSA's

online tools offer a streamlined, automated way to identify and include veteran-owned businesses in the research and Request-for-Quote process. Your agency can place purchase orders and task orders against an existing contract. This prevents the administrative, time, and cost burden of multiple open-market contracts.

Question: How do I use GSA's online tools to find veteran-owned and service-disabled veteran-owned businesses?

Answer: GSA's online acquisition tools are designed to make purchasing easier and faster for government agencies. eTools expedite government acquisition activities, such as sourcing products and services, placing orders, and managing the bid process. The eTools also benefit GSA Schedule holders by allowing vendors to post and update information and, with greater efficiency, learn about business opportunities.





GSA's eTools include:

GSA Advantage!® www.gsadvantage.gov – GSA's leading online shopping and ordering system provides access to thousands of vendors and millions of services and products. To locate a veteran-owned small business or a service-disabled veteran-owned small business on *GSA Advantage!*® utilize the Advanced Search page and select "service-disabled veteran-owned small business" or "veteran-owned small business" to limit the search to those business types.

eLibrary www.gsaelibrary.gov – GSA's online source for GSA and VA Schedules contract information. Users can easily find sources by searching via Schedule number, contractor's name, contract number, Special item number (SIN), or keyword.

eBuy www.gsaebuy.gov – GSA's online Request-for-Quote (RFQ) tool for federal purchasing agents. Buyers can create RFQ for any of the products or services offered via GSA's Multiple Award Schedules program.

With eTools, GSA has simplified the process of locating veteran-owned businesses by classifying vendors by socioeconomic status. To help distinguish whether a vendor is a veteran-owned or service-disabled veteran-owned business, the vendors are labeled with the socioeconomic indicators shown below:

- V Veteran-owned small business
- Dv Service-disabled veteran-owned small business

Questions about using any of GSA's online acquisition tools can be directed to the help desk at (877) 472-3777.

A History of Opportunity

AbilityOne - Celebrating 70 Years

For the seven decades that the AbilityOne Program has been in existence, it has been deeply influenced by the political, social, and economic history of the United States. It is apparent that AbilityOne's history not only reflects American history but also the diversity of its population. Truly a melting pot, people from varying backgrounds and philosophies have worked together throughout the years, bound by a common mission of providing employment opportunities for people who are blind or have other severe disabilities in the manufacture and delivery of products and services to the federal government.

1930s

In the early 1930s, the U.S. economy plunged from the heights of prosperity to the depths of the Great Depression. While every segment of society felt the effects of limited employment options, those individuals who were blind or had other severe disabilities were especially affected.

In 1928, Dr. Peter J. Salmon of the Industrial Home for the Blind in New York, testified before the Senate Interstate Commerce Committee seeking a share of the government broom business as a steady employment option for people who were blind. Salmon inspired his friend, Moses C. Migel, to prevail upon his friend, Senator Robert F. Wagner for assistance. Wagner once wrote that his boyhood living in tenements “impelled me to work for the passage of every measure that I thought would ameliorate the conditions I saw.” Thus, Wagner became a champion of workers’ rights.

In contrast, Congresswoman Caroline O’Day was a social reformer and peace advocate, and a friend of First Lady Eleanor Roosevelt. Although from very different backgrounds and experiences, Wagner and O’Day collaborated to make their influence count where it mattered most – in the halls of Congress.

When President Franklin D. Roosevelt signed the Wagner-O’Day Act on June 25, 1938, the early leaders experienced a real sense of achievement. This landmark legislation established a federal agency – the Committee on Purchases of Blind-Made Products (known today as the Committee for Purchase From People Who Are Blind or Severely Disabled) – to administer the program and to designate a central nonprofit agency to facilitate the distribution of government orders and to perform other functions. Also, National Industries for the Blind was incorporated.

After President Roosevelt appointed senior leaders to the Committee, the latter met and published the first Procurement List (listing of products and services available to federal customers). The next year, 36 nonprofit agencies furnished the federal government with \$220,000 worth of brooms and mops.



1940s

Nonprofit agencies gained basic marketing experience, learned how to control production and proved that they could maintain standards of quality. With the entry of the U.S. into World War II, AbilityOne’s ability to ramp-up war production became a national necessity. AbilityOne nonprofit agencies played a major role in supplying the Armed Forces, as well as the national economy. NIB expanded services to associated agencies by obtaining cooperation from government customers, solving procurement and pricing difficulties, and assisting in the development of new products. When the war ended, annual government orders plummeted to \$585,000 from more than \$9 million annually during wartime.

1950s and 1960s

As market conditions normalized following World War II, the war in Korea increased demand for products, quadrupling the amount sold to the federal government. Additionally, changing government procurement patterns

resulted in AbilityOne broadening its markets. NIB launched SKILCRAFT® as the brand name for quality consumer products made by people who are blind, and the first military resale products reached commissary store shelves. Later, during the Cuban Missile Crisis, AbilityOne produced more than one million sanitation kits for the federal fall-out shelter program.

1970s

Senator Jacob K. Javits sponsored legislation that was signed into law in 1971, expanding the Wagner-O'Day Act. Key components of the Javits-Wagner-O'Day Act, included the purchase of services and employing people with other severe disabilities. The Act also provided for a full-time staff to support the Committee Members.

Milt Cohen, an executive leader with Rehabilitation Services Administration, along with others, sought support from Senator Javits for people with severe disabilities. NISH - Creating Employment Opportunities for People with Severe Disabilities was formed to serve people with other severe disabilities. The creation of NISH brought with it the first services contract. This contract, which is still in operation today, was for grounds maintenance services for the Naval Air Station Whidbey Island. New Leaf of Oak Harbor, Washington provides this service.

1980s

The 1980s experienced entry into new product fields such as aerosol paints, flyer kit bags, and the Army's Kevlar helmet. During this time, NISH began to expand due through General Services Administration (GSA) orders. In 1988, changes in procurement relative to Government Purchase Cards resulted in AbilityOne collaborating with its federal customers to satisfy their needs with the best value products and services.



1990s

As the U.S. continued to shift from a manufacturing-based economy to service-based, new jobs opportunities began to require higher levels of technology. As a result, AbilityOne began expanding their lines of business by providing warehousing and distribution, customer service, order entry and invoicing, data entry, and database management. In addition, military operations in southwest Asia (Operations Desert Shield and Desert Storm) created a massive production surge in AbilityOne nonprofit agencies, AbilityOne met the challenge of supplying American troops with \$67 million worth of critically needed products during the war. Plastic flatware, desert neckerchiefs, canteen caps, coat liners, cable assemblies, wheel chocks, sea markers, mattress pads, bed pillows, paper towels, detergents, trouser belts, helmet bands, and writing instruments were some of the products provided to the military troops. Meanwhile, stateside, AbilityOne authorizes its first commercial product distributors and AbilityOne's first military base supply center opened, establishing new product distribution outlet. www.AbilityOne.com, an e-Commerce site, was launched to provide quality, value, and convenience to government customers.

21st Century Technology Broadens Career Choices

War readiness again became a focus. AbilityOne continued to develop more sophisticated textile products for the military, with new physical training uniforms for the Air Force, a combat helmet system, and advanced combat uniforms for the Army. Chemical protective garments, canteens, and helmet covers were supplied to the military in support of the war on terrorism.

AbilityOne expanded base supply centers to more than 130 across the United States and NIB launched the Business Leaders Program, focused on developing general management and business skills for people who are blind. The Procurement Champions Program was established to recognize federal government employees who provide outstanding support of the program. The International Organization for Standardization awarded ISO 9001:2000 certification to the AbilityOne Program for its quality management system. Career opportunities through services grew with the introduction of innovative professional service solutions through GSA's Federal Supply Schedule.

In 2006, for the first time, the Committee elected a Chairperson who was both a private citizen and a person with a disability. The Committee, also for the first time, elected a Vice Chair who was a private citizen and who is blind. That same year, the Committee also changed the name of the Javits-Wagner-O'Day or "JWOD" Program to the AbilityOne Program for people to honor its workforce and to communicate the convergence of many organizations into one program. The new name also enables the federal government community to focus on the ability and contributions made by people who are blind or have other severe disabilities. Working collaboratively, the Committee, NIB, and NISH rebranded JWOD as AbilityOne to enhance clarity and communication of the Program's mission and to build brand identity beyond the Javits-Wagner-O'Day legislation.

AbilityOne ended its 70th anniversary year with AbilityOne sales surpassing the \$2.3 billion mark. Despite this progress, government purchases from the AbilityOne Program account for less than one-half of one percent of federal procurement.

The early leaders could not have envisioned the growth and change that occurred from just two simple items – brooms and mops – to the thousands of products and services AbilityOne provides today. While there have been extraordinary changes in America since 1938, AbilityOne-participating nonprofit agencies have evolved to develop new products, services, markets, and technologies while always remaining true to a common mission of creating, sustaining, and improving employment opportunities for people who are blind or have other severe disabilities.



E. R. “Dick” Alley

Career Achievement Award

Shay Assad

Acting Deputy Under Secretary of Defense
(Acquisition and Technology)



Andrew Houghton, Chairperson of the Committee; Shay Assad, Acting Deputy Under Secretary of Defense (Acquisition and Technology); and Tina Ballard, Executive Director and CEO of the Committee

The late Dick Alley provided more than 25 years of dedicated service to the AbilityOne Program as the Deputy Executive Director of the Committee for Purchase From People Who Are Blind or Severely Disabled. In remembrance of Alley’s commitment to the AbilityOne Program, the Committee established the E. R. “Dick” Alley Career Achievement Award to recognize an individual who has provided extraordinary achievement and sustained effort in utilizing the federal procurement system to create AbilityOne employment opportunities.

Shay Assad has personally demonstrated his AbilityOne commitment. During his three and half years in the Pentagon, the scope and reach of his support has been extraordinary, spanning the Department of Defense (DoD)

enterprise and its major industry players. In addition to his accomplishments related to raising awareness, understanding, and preference for the AbilityOne Program, his policy efforts have been instrumental in increasing job opportunities for people who are blind or have other severe disabilities.

In August 2008, Assad issued a Memorandum of Support for the AbilityOne Program, which was distributed to all defense agencies. Assad urged all DoD contracting officials to consider the AbilityOne Program in fulfilling procurement needs in accordance with federal acquisition regulations in areas where opportunities for growth exist. Assad’s memo reinforced an earlier communication in March 2008 from the Under Secretary of Defense for Acquisition, Technology, and Logistics regarding DoD support for the AbilityOne Program. This top-level support from DoD leadership has led to a new initiative to increase employment by awarding more contracts for AbilityOne products and services, one of the most important initiatives in support of the program in its 70-year history.

In addition to such policy support, Assad and his staff have worked with the AbilityOne Program on the Pentagon’s National Disability Employment Awareness Month event, transforming the annual function into a high-level award ceremony hosted by the Deputy Secretary of Defense. Assad and his staff have planned numerous Pentagon events hosted by high-level officials, and some featuring Iraq veterans speaking about how AbilityOne has affected their lives. His efforts have also led to the launch of an AbilityOne page on the DoD Web site.

Assad consistently displays a high level of personal integrity as well as exceptional knowledge of the AbilityOne Program. Despite his tremendously busy schedule, he maintains effective working relationships with key program leaders and devotes valuable time supporting the AbilityOne Program.

dependability



Army veteran Jamie Shepherd services an average of 130 military vehicles annually for soldiers at Fort Lewis, Washington.

AbilityOne understands that you have priorities to meet; we're a federal program that fulfills your federal contract needs with quality products and services at a fair market price. AbilityOne also puts people who are blind or have other severe disabilities to work. Proud, dependable people like Jamie, a U.S. Army and National Guard Veteran.

[AbilityOne.org](https://www.AbilityOne.org)





An environmental message from one of the people who make cleaning green:

An environmental message from one of the people who bring you green cleaners: Odis Ballard is no "Johnny come lately" when it comes to cleaning up the environment. Working at Susquehanna Association for the Blind and Vision Impaired in Lancaster, Pennsylvania for 12 years, Odis has been a one-man cleaning whirlwind—filling, capping, labeling and boxing non-toxic and biodegradable cleaning products, such as SKILCRAFT-Spartan Glass Cleaners. "I'm proud of the fact that all of our products are plant based," says Odis, "so they're environmentally safe and friendly." Born with Retinitis Pigmentosa, Odis is the father of two teens. Once a DJ, he continues to pursue his love of music by collecting CDs. "I tell people that I have RP, but it doesn't have me," he laughs. "Life's too short to let it get you down." Down-to-earth, always upbeat.

That's Odis Ballard, one of the people who bring you SKILCRAFT products.

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A Clear Advantage

Equipment Rental from GSA

The federal government, as well as state and local governments, can benefit by partnering with the rental industry to integrate rental equipment and contractor supplies. Disasters, in particular, are beyond the scope of any one government agency or private entity to address on its own. It is now clear that additional public-private partnerships are needed.





Renting equipment or vehicles is an attractive option for the government; one that provides more benefits than outright purchasing. Renting offers agencies the widest variety of equipment for added job versatility without the headaches associated with the by-products of ownership including the cost of warranties, regular maintenance and repairs, transportation, insurance, and storage. Renting not only helps to reduce costs, it also leverages the expertise of trained rental professionals that can assess and secure the right equipment for the job using a vast inventory of specialized and modern equipment.

Specifically, the equipment rental companies on the GSA MAS Schedule, can support government agencies as they prepare for and respond to disasters across the country. For example, the West Coast and Middle America frequently experience disasters such as forest and brush fires, earthquakes, mudslides, and tornadoes that require restoration of underground utilities, roads, bridges, and other transportation infrastructure. The pre-deployment of trenching and shoring equipment, and the advance training of construction crews, can greatly accelerate the restoration of utilities and transportation infrastructure in impacted areas. Often, storms on the Eastern Seaboard and Gulf Coast disrupt utility services to businesses and consumers, causing them to seek alternative energy supplies. While the disruptions are usually short-term outages of services like power, water, and landline phone services, they interrupt government and municipal operations, resulting in economic harm to businesses and cause discomfort for the public. Advanced placement of equipment and establishment of protocols will allow the rental industry to work side-by-side with government agencies to rapidly and effectively respond to all emergencies and disasters, minimizing the negative impact on government operations, businesses, and the general public.

Man-Made Disasters/Terrorist Attacks

There is greater unpredictability in planning for terrorist attacks. However, increased preparedness planning can make a lifesaving difference. Established plans for securing

supplies and agreed upon communication protocols will make a huge difference in restoring essential services and ensuring the safety of the general public.

While it is impossible to know the precise location and timing of future man-made and natural disasters, we do know they will occur. Government agencies can enhance their ability to respond by working with equipment rental companies experienced in logistics planning, to pre-order, and pre-position the full range of necessary emergency response equipment. FEMA already takes such action to supply packages of food, water, and ice at mobile sites in Florida and other states frequently hit by hurricanes. Further, integration and planning with equipment rental companies will ensure that emergency response vehicles and personnel have rapid access to disaster sites.

The Rental Industry Is Part of the Solution

While no single person or organization can control or finitely predict emergencies and disasters, governments and the private sector can work together to plan and mitigate the impact of such future events. In sum, the advantages of working with an equipment rental company vs. an agency purchasing equipment include:

- Reduced logistics cost and response time;
- Elimination of equipment maintenance and storage;
- Reduce overall mission cost;
- Access to the right equipment for the job;
- Wide availability of equipment and rental locations
- Minimal downtime from failed equipment;
- Modern reporting systems to support compliance and audit;
- Pre-approved GSA/military contracts to settle issues of competition and public perceptions of “no-bid” contracts; and
- Access to advanced logistics services that allow government agencies to better focus on their core missions.



Transfer the Burden of Ownership

Owning a piece of equipment requires a capital investment to cover the costs mentioned above. Ownership also requires consistent utilization of the equipment to justify the associated costs. Industry standards estimate that equipment must be used a minimum of 900 hours per year to justify ownership. Owning the equipment will require additional costs for maintenance, including facilities, staff, training, fuel, insurance, etc. Renting keeps the burden of buying, maintaining, and selling the equipment on the rental center. Rental companies make significant annual investments in the newest, most advanced equipment on the market. They also invest in maintenance staff to keep all equipment in top condition. When government agencies rent, you take advantage of these investments without the burden of ownership.

Flexibility

In addition to disaster relief, renting offers the flexibility to take on a wide variety of jobs and projects that may require equipment that you don't have the capital to purchase. From disaster response to seasonal jobs or large projects requiring specialized equipment, with rental the proper equipment is used every time ensuring a successful project outcome while maintaining fiscal responsibility.

Knowledge and Training

Having the most up-to-date equipment is one challenge, but knowing how to use it can be an even greater hurdle. Rental equipment companies on the GSA schedule are staffed with professionals that will provide advice and training on the general tools and equipment available for rent. In addition, some rental companies offer divisions that have experience with unique applications, such as scaffolding services, aerial specialists, pump and power, trenching, and more.

A Better Option

Finding the right equipment is only a part of the solution when it comes to disaster recovery or simply completing a project successfully. Determining how and where to acquire the equipment is a critical element of the process. Rental companies not only help customers make the best equipment decision for their needs and provide training on how to use the equipment, they can also assist in transporting the equipment and provide maintenance or repair in the event of an equipment breakdown.

Using the GSA equipment rental program will result in many positive benefits for the government. Each opportunity should be evaluated and equipment rental considered as part of the solution.

How do You Get More Information on Rental?

You can access contact information for all GSA rental equipment suppliers by visiting the *GSA Advantage!*[®] Web site, www.gsaadvantage.gov.





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PROGRAM



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GSA Celebrates AbilityOne

"Today, more than one in six Americans lives with a disability.... As we celebrate the anniversary of this extraordinary legislation, let us recommit ourselves to building a world free of unnecessary barriers, stereotypes, and discrimination on the path to creating the more perfect union that we seek."

– President Barack Obama (then-Senator) commemorating the 18th anniversary of the Americans with Disabilities Act

National Disability Employment Awareness Month



National Disability Employment Awareness Month recognizes the employment needs of Americans with disabilities and the workplace contributions made by this community. This year, the Department of Labor's theme is "Expectation + opportunity = full participation." It is an ideal opportunity to recognize federal AbilityOne supporters and highlight AbilityOne capabilities that meet their specific needs. Through the AbilityOne Program, federal agencies can celebrate National Disability Employment Awareness Month during the month of October, and AbilityOne invites you to celebrate by:

- Issue a Secretarial Announcement recognizing the AbilityOne Program and National Disability Employment Awareness Month (examples of Announcements issued by other agencies can be found on the Committee's Web site, www.AbilityOne.gov). A Secretary's Announcement expresses high-level support for the AbilityOne Program agency-wide.
- Assist your Director or Commanding Officer in issuing a Memorandum of Support for the

AbilityOne Program, which recognizes the program's value, reinforces your agency's commitment to the program, and informs agency personnel of their responsibility to shop AbilityOne first (examples of Memoranda issued by other agencies can be found on the Committee's Web site, www.AbilityOne.gov).

- Hold a National Disability Employment Awareness Month event with the AbilityOne Program as one of the main participants. AbilityOne resources, including videos, literature and speakers, are all available free of charge (contact Events@AbilityOne.gov for more information). Check with your agency to see if you can offer Continuing Education Units to acquisition professionals who attend.
- Host an AbilityOne Vendor Fair or exhibit to showcase AbilityOne product and service capabilities. Invite your AbilityOne contractors and/or other local AbilityOne-participating nonprofit agencies to attend and exhibit. Contact AbilityOne at Events@AbilityOne.gov for assistance.
- Plan an "AbilityOne Appreciation Day" for your AbilityOne service crew (e.g., administrative support services staff, janitorial staff at federal buildings, food service staff at military mess halls, etc.). Have your Secretary, Procurement Executive, Program Director or Commanding Officer present certificates or plaques to outstanding AbilityOne employees and nonprofits.
- Schedule a tour of a nearby AbilityOne-participating nonprofit agency for your agency's decision-makers and/or purchasing staff.

- Offer AbilityOne training for purchase card holders and acquisition professionals (training kits are available from the AbilityOne Program).
- Link your Web site to the AbilityOne Program Web site (www.AbilityOne.gov); design a page about the AbilityOne Program.
- Display AbilityOne information on posters and bulletin boards.

During 2008, there was much to celebrate during the 20th anniversary of National Disability Employment Awareness Month and the 70th anniversary of AbilityOne. To mark these joint anniversaries, special events were organized in several cities across the country to inform the public about issues related to disability and the need to expand employment opportunities for the 60 percent of adults with disabilities in the United States who are not employed.

With the 2009 celebration upon us, AbilityOne looks forward to increasing its 2008 record-breaking reach of 2,000 federal employees in 12 federal agencies – its largest federal audience at events in the history of AbilityOne's "Put AbilityOne to Work for You" events.

If you require any assistance in planning an AbilityOne celebration during National Disability Employment Awareness Month please contact your AbilityOne Liaison (which can be found at www.AbilityOne.gov) or contact Stephanie Lesko, Public Affairs, at Events@AbilityOne.gov or slesko@AbilityOne.gov.

Wounded Warriors

Two Veterans Employed Through AbilityOne



Nathan Short

Professional Contract Services, Inc.

Austin, Texas

After graduating from U.S. Army Basic Training, SPC Nathan S. Short, U.S. Army (Ret.), spent more than three years stationed at Ft. Sill in Southern Oklahoma where he drove trucks of ammunition and other supplies. In December 2002, eight months after his son's birth, Short received orders to go to Iraq.

While stationed at Camp Arifjan in Kuwait, Short was responsible for picking up trucks off the ships and monitoring the Mobile Tracking System, which tracks convoys and provides secure communication. After returning home on leave, Short volunteered to return to Iraq and, in February 2004, was stationed in Truckville in Kuwait. There, he ran missions to Iraq, trucking supplies between ports and camps.

On April 20, 2004, while returning from Iraq to Truckville, the truck in which Short was riding was involved in a major accident after camels crossed the road in front of another vehicle. The accident left Short with intestinal, wrist, hip, foot and ankle injuries, as well as

"I'm here because of a camel and Congress."

nerve damage that caused "drop foot" – he cannot raise his foot at the ankle. Short returned home in a wheelchair but learned to walk again late that same year. At the age of 25, Short secured medical retirement from the Army and began searching for a job. It was challenging for Short to find the right match for his skills and abilities. That all changed when Short joined the AbilityOne-participating nonprofit agency, Professional Contract Services, Inc. (PCSI), as the Registered Equipment Management System (REMS) monitor for Tinker Air Force Base in Oklahoma. In this position, Short prepared trucks for shipping – the same trucks he previously picked-up on the receiving end.

"I can tell you that the day I started working on an AbilityOne contract was one of the most important days in my career," Short said. "What this [Javits-Wagner-O'Day] Act of Congress means to me is that, if my leg is hurting, it's fine with my supervisor if I get up and move around... They are flexible when I have to go to doctors appointments to get new braces and things. These accommodations have made me successful at my job."

Short and his wife purchased a new house and support their seven-year-old son. In a recent speech, Short said, "To all of you who have ever awarded an AbilityOne contract in the past, thank you on behalf of myself and all AbilityOne employees. And, please remember to think AbilityOne first." Due to his work ethic and skills, Short has been promoted into the PCSI's management.



Frederick "Will" Williams

Training Rehabilitation & Development Institute
Killeen, Texas

"On September 18, 2004, at approximately 3:40 p.m., my life, as I knew it, would never be the same," said Frederick Williams, Sgt. First Class, U.S. Army (Ret.). My patrol and I were escorting an Iraqi engineer to survey a bridge that needed construction work. Two other soldiers and I returned to the vehicle to radio in for further instructions. I heard a blast and saw a huge fireball heading toward us."

A suicide bomber had just attacked William's patrol stationed in Baghdad, supporting Operation Iraqi freedom. He served as a convoy escort and managed a team of 14 soldiers in escorting dignitaries through the war zone. Williams sustained major injuries in the attack. Today, a piece of shrapnel remains in his head between a nerve and an artery – a constant reminder of the bombing. As a result of injuries to his leg, Williams uses a cane and is unable to stand for long periods. He has memory loss and suffers from Post-Traumatic Stress Disorder.

Williams began his career in the Army in 1983 as an Air Defenseman and Radar Technician. His career led him to support the U.S. Army in Ft. Carson, Colorado; Schofield Barracks, Hawaii; Ramstein, Germany; Camp Hovi, Korea; and Osan, Korea. In 2000, Williams served as an Air Defense Liaison for the Army First Cavalry Division. He coordinated deployed troops to protect the White House and Pentagon, and was involved in supporting President Bush's trips to his Crawford, Texas ranch.

After 23 years of service, and 20 months after the attack, Williams retired from the Army. He began seeking a job to help him support his family – his wife, and three daughters, including one with special needs. But, with all of his injuries, that proved to be a challenge.

"...A career soldier who was robbed of the things most of us take for granted was given a second chance to serve his country. I do so proudly."

"I was constantly waiting for that phone call that would allow me to provide for my family again and seven months later, I got that phone call," said Williams, referring to the day he secured a job with the AbilityOne-participating nonprofit agency Training Rehabilitation & Development Institute (TRDI). He is now employed monitoring security cameras for the airfields at Fort Hood, Texas, ensuring that the runway is safe for aircraft operation.

"It's not like my job monitoring through satellites and radars, but it pulls from the skills I have. I am lucky enough to work in an environment that limits the amount of interaction I have with others, so that my post traumatic stress is in check, and I have accommodations for my physical disabilities as well. I work along with the finest people who can relate to what I have gone through, too. We feel like a family."

"He seized the opportunity, came in one day ready to perform, took his job seriously and began helping out his fellow employees. Within a year, we were considering him for management positions because of his supervisory abilities and for the way he performed his job – always with an excellent attitude," said Mark Ramirez, director of contracts & operations at TRDI.

During a recent presentation, Williams expressed appreciation to Barry Barnett, contracting officer for the Directorate of Contracting at Fort Hood, Texas, and his staff, for awarding the AbilityOne Program contract at Fort Hood.

"Because they put that pen to paper and went with AbilityOne, a career soldier who was robbed of the things most of us take for granted was given a second chance to serve his country. I do so proudly."

Last year, Williams received the 2007 William M. Usdane Award as an individual providing outstanding achievement and exceptional character working through the AbilityOne Program. He currently serves on the NISH board as a Past or Present AbilityOne Program Participant.



TRAINING AND SEMINARS

Let GSA Be Your Guide! GSA's local informational seminars for federal employees and military personnel can answer all of your questions about the wide range of products and services offered by GSA, including supply programs, GSA's Personal Property, Fleet Management, and Travel and Transportation programs, as well as environmental solutions and AbilityOne (formerly JWOD).

Seminars are free; however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our Web site at www.gsa.gov/events, or contact your local representative at one of the numbers listed below and on the following page.

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Take note of one of the people who bring you recycled paper products:

For the past 15 years, Anthony Shields has manned the Polar cutting machine at Blind Industries and Services of Maryland, trimming huge stacks of paper to be used for legal, letter and memo pads. Though the job is physically demanding, Anthony loves it. "I'm doing something that's important, performing a valuable service for our customers," he says. This is especially true since most of the SKILCRAFT paper pads use 50% recycled and 30% post-consumer materials. Its eco-friendly "green pads" feature 100% recycled and post-consumer materials and are made in a 100% chlorine-free process. On his days off, Anthony loves to read historical novels. The newlywed, who has been blind since birth, is also a jazz drummer. Steady as a rock, ready to rock. That's Anthony Shields, one of the people who bring you SKILCRAFT and other AbilityOne Program products.

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Let GSA come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your organization, or you may join other federal, state, or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs. To discuss group specials and customized courses, rates, and services, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.

New Pricing Begins October 1, 2009

Our People Make the Difference! We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

LECTURE COURSES

1700 – Travel Basics One Day Course (\$329)

This is a “must take” course if you are new to travel or need a quick refresher on the basic application of travel regulations, programs and procedures. All travelers should take this course to “know before they go” in order to ease the stress of official travel and avoid costly mistakes. The course “Travel Guide” serves as the course textbook as well as a handy travel reference guide! Students will learn how to plan a complete itinerary, select appropriate vendors, finalize arrangements, and complete travel documents. This course is ideal for newly hired government employees, interns, infrequent travelers, and authorizing/supervising/policy officials.

1745 – Relocation Allowances: Federal Travel Regulations (FTR) (\$980)

This class explains, in plain language, the allowances provided to eligible civilian employees making a permanent change of duty station. Course content: travel authorizations, advances and vouchers; service agreements; househunting and en route travel; temporary quarters; shipment of household goods/automobiles; property management; real estate expenses; miscellaneous expenses; and last move home. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1750 – Relocation Income Tax Allowances (RITA) (\$895)

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

1755 – Shipping Household Goods and Transportation Management Services Solution (TMSS) Two-Day Course (\$895)

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Now included in Shipping Household Goods, information on Transportation Management Service Solution (TMSS) which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. Demonstration of this dynamic new system will enable GSA customers to effectively and efficiently manage the entire transportation process and execute the following tasks online: Rate and route shipments, book shipments, generate bills of lading, track and trace shipments, view proof of delivery, perform repayment audits, pay for transportation services, resolve service and billing disputes, file/settle loss and damage claims, generate transportation reports, perform data analysis and facilitate post payment audits.

1760 – Temporary Duty Travel Federal Travel Regulation (FTR) (\$875)

This lecture course teaches students how to compute temporary-duty travel allowances and responsibilities concerning: travel authorizations; allowable transportation; Fly America Act; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1761 – Approving Official Responsibilities: Federal Travel Regulation (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with

LECTURE COURSES

the voucher. Course content: travel authorizations; allowable transportation; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; miscellaneous expenses; submission of vouchers; and approving official's responsibilities.

For more information, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.

1780 – Conference Planning Six-Hour Session (\$550)

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem and pay for light refreshments. Discussion includes: where to hold meetings and conferences nationwide; obtaining proposals; estimating budget costs; what's included in room rate; using approved hotel accommodations; agency requirements for conferences; and the best times to hold conferences.

2060 – Advanced Temporary Duty Travel – Federal Travel Regulation One-Day Course (\$620)

This advanced course provides in-depth discussion of the statute pertaining to travel authorizations and per diem allowances for domestic and foreign travel.

Discussion includes long-term Temporary Duty (TDY) assignments, mandatory use of the contract city-pair fares, and arranging travel services in accordance with FTR amendment 2003-7, eTravel Services, effective January 21, 2004. Additional topics include the mandatory use of the charge card, when conference per diem is allowed, miscellaneous expenses, receipt requirements, and voucher submission. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

3000 – NEW - Federal Travel Regulation (FTR) online training available! (\$180)

As a federal traveler or travel manager, you are invited to take full advantage of GSA's first online FTR training course. This innovative Web-based course is more convenient and less expensive than traveling for training. Travelers and managers can train whenever their schedules permit – any time, 24 hours a day, seven days a week. The training is easy to access, self-paced, and continually refreshed. And it provides consistency in its interpretation and presentation of the FTR. The course can be completed in as little as five hours.

DEPARTMENT OF DEFENSE ON-SITE SPECIALS

1771 – Approving Official Responsibilities: Joint Federal Regulations, Vol. 2 (On-Site Arrangements Only)

The travel authorizing/approving official or his or her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He or she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel orders;

transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

DEPARTMENT OF DEFENSE OFFERINGS

1765 – Temporary Duty Travel: Joint Federal Travel Regulations, Volume 1; (Uniformed Services \$875)

This course teaches students to understand temporary-duty travel allowances and responsibilities for uniform members for the Department of Defense. Topics covered are: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel allowances make annual (or even twice yearly) training strongly advised.

1770 – Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 (\$875)

This course teaches students how to understand temporary-duty travel allowances and responsibilities in accordance with the Joint Travel Regulations, Vol. 2 for civilian employees with the Department of Defense. Topics covered include: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel regulations make annual (or even twice yearly) training strongly advised.

1775 – Relocation Allowances: Joint Travel Regulations, Volume 2; Three - Day Course (\$980)

This course explains allowances provided to eligible Department of Defense civilian employees making a permanent change of duty station. Course content: travel orders, advances and vouchers, service agreements, house hunting and en route travel, temporary quarters, shipment of household goods/automobiles, property management, real estate expenses, miscellaneous expenses, and last move to home entitlement. Fast changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advisable.

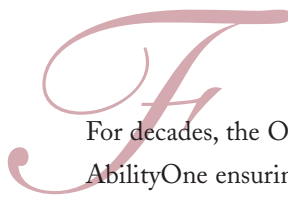
2070 – Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2; One-Day Course (\$620)

This course provides in-depth discussion of the statute pertaining to travel orders, per diem allowances for domestic and foreign travel, transportation allowances, mandatory use of the contract airline city-pair fares, Defense Travel Service (DTS, Fly America Act, and the Civilian Board of Contract Appeals Travel Cases). Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements, and voucher submission. Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

GSA Delivers

GSA's Office of Travel and Transportation Supports AbilityOne



For decades, the Office of Travel and Transportation (T & T) has worked closely with AbilityOne ensuring cost effective solutions to transport AbilityOne products to designated GSA distribution centers and federal customers. T & T's negotiated rates save the government 300 percent over AbilityOne's commercial rates. T & T has enhanced the operational process over the years; moving from hard copy rate submission, manual preparation of a ten page rate guide per center, and government bills of lading (BOL) prepared on a typewriter to an automated, web-based environment.

The service that provides this web-based, portal support is the Transportation Management Services Solution (TMSS) which was implemented in 2001. In TMSS the transportation service provider's (TSP) freight rates are filed electronically, the shipment costs are compiled by the system, the BOLs are prepared online after completion of an electronic query, most bills are audited by TMSS online and TSP payments are made electronically. This reduces the payment processing time, enhances accuracy, and allows for record keeping at your fingertips!

T & T's support of AbilityOne has grown to 127 AbilityOne centers currently under GSA contract, equating to 135 origin shipping points. The annual tonnage is equal to about 35,426,410 pounds of cargo. There are countless commodities. Most of the products shipped are destined for the General Supplies and Services (GSS) Distribution Centers in Burlington, New Jersey and French Camp, California along with some moving directly to federal customers in the 50 states, but it doesn't stop there. T & T assists the AbilityOne nonprofits in shipping products overseas to the Middle East, including Iraq, Europe, and Asia.

2008 SOC Enterprise

GSA's Office of Travel and Transportation Services Awarded 2008 SOC Enterprise Award for Government Service



In 1959, the AbilityOne-participating nonprofit agency SOC Enterprises was founded by a group of parents who wanted to create meaningful job opportunities for their children with disabilities. At that time people with severe disabilities had limited work and community living options. They were more likely to be confined to an institution rather than be employed as a productive member of society. Starting in a storefront operation, SOC provided simple assembly and packaging work for a handful of individuals.

Today

Today, SOC Enterprises provides a variety of labor-intensive services to meet both regional and national needs. SOC employs almost 300 people with disabilities each year who want to learn job skills, become employed and live as independently as possible.

GSA's Office of Travel and Transportation Services, Audits Division was honored to receive the SOC Enterprises' Annual Award for Government Service.

SOC Enterprises, established in 1959, helps people with disabilities to achieve meaningful employment, independence, and active participation in the community.

GSA contracted SOC in 1993 to provide document management services. Each month SOC receives about 300,000 billing documents and supporting information from hundreds of federal reporting activities. These documents are reviewed and processed through data entry, after which SOC employees prepare audit documents.

SOC employees have managed this work for 16 years and thanked GSA in helping them to improve their performance and for GSA's friendly and supportive partnership over the years.



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NEWS AND UPDATES

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NEW PRODUCT HIGHLIGHTS

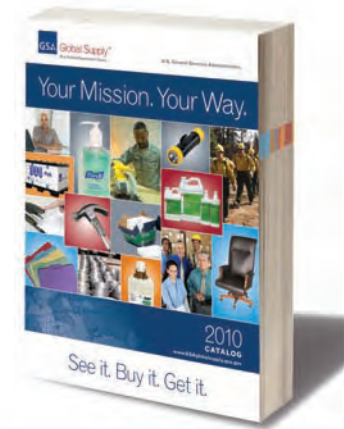
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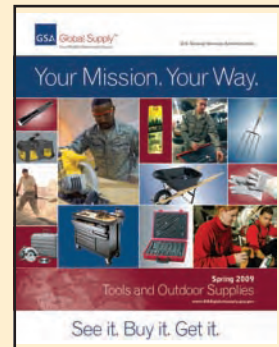
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FEATURED PRODUCTS

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Paper Shredder ▼

Fellowes shredder is ideal for small offices. Can be used with credit cards, paper clips and staples. Shredder has 10" throat opening and can shred up to 22 feet of paper per minute. 

Cross cut 12 to 14 sheet capacity.

NSN 7490-01-483-8984

Brand Fellowes

P/N 2200CC


Color Gray

Size 29-1/2" H x 17-1/2" W x 14" D

Price \$1,039.05 EA



Paper/CD Shredder

Fellowes shredder is ideal for small offices. Can be used with credit cards, paper clips and staples. Shredder has 10" throat opening and can shred up to 22 feet of paper per minute. 

Cross cut 14 to 16 sheet capacity. Separate opening for destruction of CDs and DVDs.

NSN 7490-01-483-8991

Brand Fellowes


P/N 3200CC

Color Gray

Size 35" H x 20" W x 18" D


Price \$1,559.72 EA

Shredder Bag ►

High performance shredder bags are an ideal choice for personal shredders and office/home trash receptacles. They allow proper disposal of shredded documents and sensitive information 



Heavy duty. Gallon capacity: 39.

 24-month maximum shelf life (extendable)

NSN 8105-01-399-4793

Color Clear

Size 36" x 39"

Price \$19.26 BX (contains 50 EA)

Heavy duty. Gallon capacity: 60.


NSN 8105-01-557-4982

Color Clear

Size 49" x 51"

Price \$31.95 BX (contains 50 EA)

Easel ▼

Easel height adjusts from tabletop to standing height (48 to 67") with the twist of a knob. This compact, lightweight frame easel provides a versatile surface with flipchart pad retainer and collapses for space-efficient storage and portability. A built-in accessory tray for marker and eraser storage. 

Dry erase melamine white board.

(NFES #3161).

NSN 7520-01-424-4867



Size 35" L x 26" W

Price \$175.85 EA






◀ Easel Pad

This paper pad is ideal for a variety of situations including lectures, demonstrations, training sessions and conferences. Can be used with crayons, graphite pencils, or quick-drying markers. Can be used on easel or hung on wall. Pad is perforated at the top for easy tear-off and features two holes, spaced 17-1/2" apart for mounting. Has a sturdy cardboard backing.  

Paper is unruled.

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-00-619-8880



Color White

Size 27" x 34"

Price \$10.94 PD (contains 50 SH)



◀ Self-Stick Easel Pad

Self-stick easel pads are convenient and leave no marks. Recommended easel stand is NSN 7520-01-424-4867. Two pads per carton. 30 sheets per pad.  

NSN 7530-01-393-0104

Color White

Size 25" x 30"


Price \$51.03 PG (contains 2 EA)



◀ Dry Erase Marker Kit

Organizer holds six chisel tip markers (black, red, blue, green, orange and brown) and an eraser at your fingertips. Mounts easily to any smooth surface with double-sided tape (included).



 18-month maximum shelf life (extendable)

NSN 7520-01-352-7321

Color Assorted

Price \$8.78 SE

Dry Erase Marker Set ▶

Dry erase chisel tip markers are used on whiteboards, glass and other non-porous surfaces. Ink formula dries quickly and wipes off easily with a dry cloth or eraser. Eight marker set includes one each of green, yellow, brown, orange, purple, red, black, and blue.



 18-month maximum shelf life (extendable)


NSN 7520-01-186-3605

Color Assorted

Price \$9.01 AT



Liquid Needle Point Rollerball ▶

Free-ink rollerball with metal clip provides smooth writing. Ink color is indicated on top of pen. Permanent non-fading ink.   



① 18-month maximum shelf life (extendable)

NSN 7520-01-506-8494

Color Black Ink

Size 0.5mm

Price \$24.55 DZ

NSN 7520-01-506-8497

Color Blue Ink

Size 0.5mm

Price \$24.55 DZ

NSN 7520-01-506-8499

Color Blue Ink

Size 0.7mm

Price \$25.20 DZ

NSN 7520-01-506-8495

Color Black Ink

Size 0.7mm

Price \$24.55 DZ

NSN 7520-01-506-8498

Color Red Ink

Size 0.5mm

Price \$24.55 DZ

NSN 7520-01-506-8501

Color Red Ink

Size 0.7mm

Price \$24.55 DZ



◀ Combo Pen and Highlighter

Pocket highlighter combined with a black roller ball pen. Packaged in a rubberized barrel for ergonomic comfort. Rollerball has black ink and has .7mm point. Highlighter has chisel point with fluorescent yellow ink.   

① 18-month maximum shelf life (extendable)




NSN 7520-01-484-0020

Color Black/Yellow

Price \$26.77 DZ



◀ Retractable Permanent Marker

Retractable marker with an easy single handed operation eliminates the need for capping and re-capping while in use. Low odor, non-toxic premium ink dries quickly and will not smear or leak. Marks on wood, glass, plastic, metal, porous surfaces and more. Tip is made of durable polyester that holds its shape. Handy pocket clip for portability.   

Chisel tip allows broad, medium and fine point marking.

NSN 7520-01-555-0297

Color Black

Size Chisel Tip

Price \$4.84 PG (contains 4 EA)

Vista Cushion Grip Ballpoint Pen ▼

Vista Cushion Grip pen features round transparent barrel. Ink cartridge is replaceable, and cap and pocket clip are provided.  

① 18-month maximum shelf life (extendable)

NSN 7520-01-445-7233

Color Black Ink

Size Fine Point

Price \$14.49 DZ

NSN 7520-01-445-7228

Color Blue Ink

Size Fine Point

Price \$14.47 DZ



NSN 7520-01-445-7225

Color Black Ink

Size Medium Point

Price \$14.77 DZ

NSN 7520-01-445-7223

Color Blue Ink


Size Medium Point

Price \$14.51 DZ





Certificate Binder ▲

Vinyl holder proudly displays two award certificates, one each inside the front and back covers. Includes transparent protector sheets. 

Blue with gold Navy seal embossed on front cover. Holds two 8-1/2" x 11" certificates.

NSN 7510-00-482-2994 **PRIME**

Color Blue/Gold

Size 11-5/8" x 9"

Price \$4.54 EA

Blue with silver U.S. Air Force seal embossed on front cover. Holds two 8-1/2" x 11" certificates.

NSN 7510-00-115-3250

Color Blue/Silver

Size 11-5/8" x 9"

Price \$4.54 EA

Green and gold with U.S. Army seal embossed on front cover. Holds two 8-1/2" x 11" certificates.

NSN 7510-00-755-7077

Color Green

Size 8-1/2" x 11-1/8"

Price \$4.54 EA

Scarlet red with gold U.S. Marine Corps seal embossed on front cover. Holds two 8-1/2" x 11" certificates.

NSN 7510-01-056-1927 **PRIME**


Color Scarlet Red

Size 11-5/8" x 9"

Price \$4.54 EA



▲ Binder Clip

Spring-type clip holds large bundles of papers. Wire handles snap down flat to secure pages. Made of tempered steel. 

Small clip has a capacity of 1/4".

NSN 7510-00-282-8201

Price \$1.00 DZ

Medium clip has a capacity of 1/2".

(NFES #0784).

NSN 7510-00-223-6807


Price \$1.97 DZ

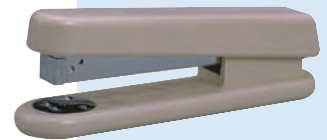
Large clip has a capacity of 1".

NSN 7510-00-285-5995

Price \$4.67 DZ

Manual Stapler ►

Standard desk-type stapler operates manually to staple up to 20 sheets of paper at one time. Anvil adjusts to produce either standard or pin clinch. Base swings clear for tacking. Holds 210 staples per load. Use with staples NSN 7510-00-272-9662. 



Has a 3" throat.

NFES 2575.

NSN 7520-00-139-6170

Color Beige

Price \$7.65 EA

NSN 7520-00-281-5895

Color Gray

Price \$7.62 EA



Straight Trimmer's Shears ▲

Heavy-duty shears for cutting fine to heavy fabrics, cording, plastics, rubber, leather, vinyl and tape. Shears are intended for heavier applications such as upholstery, or on production lines where longer cuts and greater strength are needed. The shears have straight handles and polished nickel-chrome plated drop forged steel blades. Painted or nickel-chrome plated handles. One blade is pointed and has a thumb ring, the other is beveled. Comfort grip handles. **PRIME** **AbilityOne**

Shears have 3" length of cut.

NSN 5110-00-293-9199

Size Length: 7"

Price \$12.41 EA



Paper or Stationer's Shears ▲

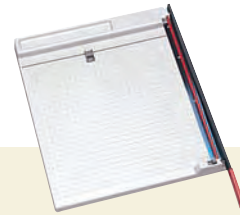
Heavy-duty paper or stationer's shears. The shears have long, narrow blades, and straight handles. Polished and nickel-chrome plated blades. Painted or nickel-chrome plated handles. Both blades are drop forged steel and pointed. **PRIME** **AbilityOne**

Shears have a 4-5/8" length of cut.

NSN 5110-00-161-6912

Size Length: 9"

Price \$14.58 EA



Paper Trimmer ▲

This tabletop trimmer is ideal for accurately cutting photographs, photostatic work, paper, and lightweight cardboard. The cutting board features a movable trimming guide and a hand-operated drop knife with a handle. The handy ruling guide and 1/2" precision alignment grid provide exact squaring. Includes a built-in blade guard and locking device for safety. **AbilityOne**

NSN 7520-00-224-7620

Size 12" x 12"

Price \$48.90 EA

Trimmer has a movable trimming guide.

NSN 7520-00-634-4675

Size 15" x 15"

Price \$66.75 EA

NSN 7520-00-163-2568

Size 18" x 18"

Price \$94.72 EA

NSN 7520-00-224-7621

Size 24" x 24"

Price \$210.97 EA

Correction Tape

Mono-correction film comes in a compact disposable dispenser. The sideways application pinpoints the accurate placement of the opaque film, providing clean and complete coverage of one character or an entire line. You can write or type directly over the film. Leaves no copy shadow. Ideal for any paper, including faxes.






NSN 7510-01-390-0717 ►

Color White

Size 1/6" W x 394" L

Price \$3.67 EA

Self-Stick Notes

Self-stick notes use adhesive on the back which allows each sheet to be attached to almost any surface and removed without leaving a mark. Each pad contains 100 sheets.   



Notes are unruled. ▲

① 12-month maximum shelf life (extendable)

♻️ 30% recovered material, which includes 30% postconsumer material

NSN 7530-01-116-7866

Color Yellow

Size 1-1/2" x 2"

Price \$4.11 DZ

NSN 7530-01-207-4356

Color Yellow

Size 2" x 3"

Price \$7.81 DZ

NSN 7530-01-116-7867

Color Yellow

Size 3" x 3"

Price \$10.26 DZ

NSN 7530-01-116-7865

Color Yellow

Size 3" x 5"

Price \$13.08 DZ

Package contains three pads each of blue, green, pink, and yellow.

NSN 7530-01-398-2660

Color Assorted

Size 2" x 3"

Price \$7.81 DZ



Notes are ruled. ▲

Package contains two pads each of neon lemon, pink, and lime.

① 12-month maximum shelf life (extendable)

♻️ 30% postconsumer material contains 30% recovered material

NSN 7530-01-418-1212

Size 4" x 6"

Price \$11.29 PG (contains 6 EA)



◀ Personal Desk Kit

Ideal for telecommuters, temporary assignments, training classes, new hires and people who work at home. This kit collects 21 essential office products in one convenient unit. Includes: 3" x 3" self-stick note pad; 100 paper clips; 4-oz. bag of rubber bands; stapler; 5,000 staples; staple remover; tape dispenser; 36-yard roll of invisible tape; wooden ruler; white correction tape; pair of scissors (8"); cushion-grip mechanical pencil; lead refill for mechanical pencil (7 mm); letter opener; three retractable ballpoint pens; three no. 2 pencils; fluorescent highlighters (set of four colors); one lined writing pad (8-1/2" x 11"); one medium-size clam clip; one box of clam clip refills; "while you were out" message pads.



NSN 7520-01-493-6006

Price \$54.85 KT

Document Protector ▶

Guard important paperwork against accidental spills or tears. Letter-sized, three-hole-punched protector is made of heavy-gauge clear plastic.



Heavy weight.

NSN 7510-01-236-0059

Color Clear

Size For 8-1/2" x 11" sheets

Price \$6.30 BX (contains 50 EA)



◀ Index Sheet Set

Index sheet features 1/5-cut, blank self-tabs in all positions. Sheets are three-hole punched for use in three-ring binders. Made of 32-lb. index paper stock.



Includes eight index tabs with 1" long windows that are durable enough to be reused.

♻ Contains 50% recovered material, which includes 30% postconsumer material

NSN 7530-00-959-4441

Color White

Size 8-1/2" x 11"

Price \$5.40 SE



◀ One-step multiple index set organizes several binders as easily as just one.

No tab typing or tab inserting.



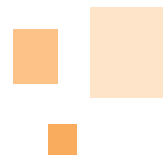
Tabs are alphabetical, from A to Z.

NSN 7530-01-368-3492

Color Assorted Colors

Size 8-1/2" x 11"

Price \$2.57 SE



Classification Folder ►

Heavy-duty 25 pt. pressboard folder features a two inch expandable Tyvek® reinforced tape gusset for added durability. Folder includes 17 pt. kraft divider with 1 inch prongs on each side and on front and back cover.



2 Divider, 6 Part.

1/3-cut tab with straight-cut tab cover.

♻️ Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-00-990-8884

Color Rust Red

Size Letter Size

Price \$2.60 EA

NSN 7530-01-011-9454

Color Rust Red

Size Legal Size

Price \$3.05 EA

Double-Pocket Report Cover ►

Double-pocket presentation portfolio handily accommodates supporting materials, including samples, forms or reference materials. Made of coated, leather-grained paper stock. Each pocket is 5" deep x 9-1/2" wide and has a 3/8" capacity for 8-1/2" x 11" paper.



♻️ 30% postconsumer material

NSN 7510-00-584-2490

Color Light Blue

Size 11-1/2" x 9-1/2"

Price \$10.51 BX (contains 25 EA)

NSN 7510-00-584-2489

Color Dark Blue

Size 11-1/2" x 9-1/2"

Price \$10.51 BX (contains 25 EA)



▲ Manila Folder

Standard manila file folder expands to 3/4". This light-duty folder is constructed of durable 11-pt stock, with a plain, folded bottom. Fasteners not included.



Straight cut.

♻️ Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-00-291-0098

Color Manila

Size Letter Size

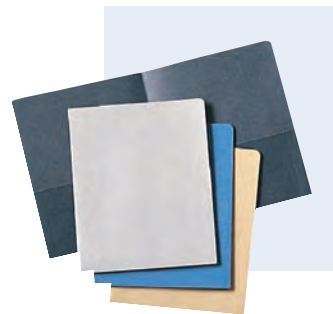
Price \$8.51 HD

NSN 7530-00-285-1732

Color Manila

Size Legal Size

Price \$10.36 HD



NSN 7510-00-584-2491

Color Gray

Size 11-1/2" x 9-1/2"

Price \$10.51 BX (contains 25 EA)



NSN 7510-00-584-2492

Color Tan

Size 11-1/2" x 9-1/2"

Price \$10.51 BX (contains 25 EA)

Single-Part Computer Paper ►

Continuous, flat-fold computer paper is intended for use in a variety of printers (including Autodin) and features holes punched on both margins for a smooth sprocket feed. Carbonless, chemically coated set is crimp fastened and features vertical margin perforations located 1/2" from left and right sides of each sheet.  

Has a 20-lb. basis weight.

- Contains 30% recovered material, which includes 30% postconsumer material

NSN 7530-00-800-0996



Color White

Size 9-1/2" W x 11" L

Price \$31.71 BX (contains 2500 SH)



▲ U.S. Federal Seal Eagle Watermark Paper

For official government correspondence and documents that require authenticity and security. For laser printers, high speed copiers, and offset printing. Acid-free for archival quality.  

This 92 bright paper has a 20-lb basis weight.

- Contains 50% recovered material, which includes 30% postconsumer material



NSN 7530-01-200-2203

Color White

Size 8-1/2" x 11"

Price \$81.01 BX (contains 10 RM)

100% Postconsumer Paper ▲

This product meets the need for an environmentally friendly paper, while delivering reliable, high quality performance. This minimum of 92 brightness paper is excellent for daily use in copiers and printers. Processed chlorine free (PCF) without additional bleaching. Both paper and packaging are recyclable with general office waste. Paper has a 20-lb. basis weight.  

- 100% postconsumer material

NSN 7530-01-503-8441

Color White




Size 8-1/2" x 11"

Price \$66.38 BX (contains 5000 SH)

GSA proudly supports

the  Program.

Lined Writing Pad ▶

Pad features a leatherette-stitched tape top, double-line margin and perforated sheets. Sheets are ruled on both sides. The binding strip material is artificial leather stamped with "SKILCRAFT®" and the recycled logo. Each pad contains 50 sheets.   

Double-line margin.

🕒 12-month maximum shelf life (extendable)

♻️ Contains 80% recovered material, which includes 20% postconsumer material

NSN 7530-01-356-6727

Color Yellow

Size 8-1/2" x 11-3/4"

Price \$18.81 DZ

NSN 7530-01-209-6526



Color Yellow

Size 8-1/2" x 14"

Price \$22.07 DZ



Stenographer's Notebook ▶

Perfect for stenographers who use the Gregg method. Each leaf features horizontal lines that are 3/8" apart and one vertical center line, creating two columns. Wire-coil bound notebook sports a stiff cover and contains 80 sheets of white paper.  

NSN 7530-00-223-7939

Color White

Size 6" x 9"

Price \$16.74 PG (contains 12 EA)



◀ Special-Use Box

This corrugated, fiberboard box features lapped joints secured by wire stitching. The lock-bottom box includes hand holes and has a bursting strength of 275 psi.  

Use exclusively for retiring, storing and shipping paper files to the Federal Records Centers.

♻️ 40% postconsumer material

NSN 8115-00-117-8249

Color White

Size 14-3/4" x 12" x 9-1/2"

Price \$44.25 BD (contains 25 EA)



◀ Gold-Trimmed Picture Frame

This frame features 1-3/8" wood molding, a walnut stain finish, and a decorative gold lip. Includes glass, mat board, and staples. Saw-toothed hangers are positioned to permit hanging in a vertical or horizontal mode.



Features a 5" x 7" display area with matting.

NSN 7105-01-282-0630

Color Walnut

Size Size: 8" x 10"

Price \$89.99 BX (contains 12 EA)

NSN 7105-01-282-0631

Color Walnut

Size Size: 8-1/2" x 11"

Price \$90.67 BX (contains 12 EA)



◀ SelfSet Clock

Quartz clock is programmed to automatically set itself to Daylight Savings Time without relying on a signal. Features black hour and minute hands, red second hand, a shatter-resistant crystal. Clock features a switch that permits user to select the "old schedule", "new-schedule" or the "off" position which allows users to revert to former schedules compliant with daylight savings regulation. Three-year limited warranty.

Uses one AA battery, not included.



NSN 6665-01-557-3159

Color Bronze

Size Diameter: 8"

Price \$23.97 EA

NSN 6645-01-557-3148

Color Black

Size Diameter: 12"

Price \$29.37 EA

NSN 6645-01-557-3149


Color Bronze

Size Diameter: 12"


Price \$29.37 EA



Paper Towels

◀ Single-fold, unbleached kraft paper towel has a 5 3/8 inch deep fold and is 9 1/4 inches wide.  

For use with paper towel dispenser NSN 4510-00-224-8549.

 Contains 100% recovered material, which includes 90% postconsumer material

NSN 8540-01-359-0798


Color White

Size 9-1/4" W

Price \$40.78 BX (contains 4000 EA)

◀ C-fold kraft paper towel has a 4 inch deep fold and is 10 1/4 inches wide.

For use with Paper Towel Dispenser 4510-00-585-6305.

 Contains 40% recovered material, which includes 40% postconsumer material



NSN 8540-00-291-0392

Color Natural

Size 10-1/4" W

Price \$22.12 BX (contains 2400 EA)

Toilet Paper ▶

Toilet tissue consists of 4" x 4" perforated sheets wound around a core. Uncompressed rolls are individually wrapped.  

Single-ply.

Basis weight: 10-lbs. (NFES #0142)

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 8540-00-530-3770

Color White

Size Length: 4,800"

Price \$61.73 BX (contains 80 EA)

Two-ply.

Basis weight: 17-lbs.

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 8540-01-380-0690

Color White

Size Length: 2,200"

Price \$53.42 BX (contains 80 EA)






◀ Facial Tissue

Soft, absorbent tissue comes in folded, two-ply sheets.  

Each box contains 200 tissues.

 Contains 10% recovered material, which includes 10% postconsumer material



NSN 8540-00-281-8360

Color White

Size 66 sq. in.


Price \$7.87 PG (contains 6 EA)

Table Napkins ▶

Standard paper napkin is ideal for general table or hospital use.  



Single-ply napkin is used with table napkin dispenser NSN 7350-00-205-0928.

 Contains 30% recovered material, which includes 30% postconsumer material

NSN 8540-00-285-7001

Color White

Size Unfolded: 130 sq. in.


Price \$57.06 BX (contains 10,000 EA)




supports humanitarian relief efforts in more than 30 countries.



◀ Air Duster

This dust blaster delivers a concentrated blast of air that removes dust from office and computer equipment without damaging sensitive parts or electronics. The 100% ozone-safe office duster is trigger-operated with a spray nozzle. Dispenses pure, moisture-free inert gas that removes microscopic contaminants, lint and dust. **MSDS** 

 CFC-free item; ozone-safe item


NSN 7930-01-398-2473

Size 10 oz.

Price \$28.82 BX (contains 6 EA)



Briefcase ▶

Soft, expandable briefcase with multi-compartment interior expands from 4" to 6". Conveniently organizes glasses, calculator, pens, pencils, and keys. 

Front flap with quick-release buckles features zipper pocket for passports and valuables. Removable, adjustable shoulder strap with molded pad provides full comfort. Double rear pocket can accommodate airline tickets or magazines. Perfect for laptop computers.

NSN 8460-01-364-9493


Color Black

Size 16" x 12"

Price \$38.44 EA



Chair Mat ▲

Transparent polyvinylchloride (PVC) plastic mat protects floors and carpets from wheel damage, while allowing swivel chairs to move with ease. Features rounded corners and molded cleats on underside to prevent shifting. Will not crack or break. (Not for use with metal casters of any size or with hard plastic wheels under 1-1/2" in diameter). 

Does not have a lip. For use over low- to medium-pile carpet.

NSN 7220-00-151-6518

Color Clear

Size 60" W x 60" D X 0.145" T

Price \$80.56 EA





◀ Hand Cleaner

A mild, biodegradable foam soap and lotion formula for general hand cleaning.



For use with foam dispenser NSNs 4510-01-551-2864 or 4510-01-551-2865.

GOJO/SKILCRAFT P/N 5165-03 or equal.

① 24-month maximum shelf life (extendable)

🌿 GreenSeal Seal of Approval

NSN 8520-01-556-2577

Size 1250 mL container

Price \$53.63 BX (contains 3 EA)



◀ Antibacterial Foam Hand Wash

Smooth, orange foaming antibacterial handwash with germ-killing power in an orange blossom fragrance. 

For use with foam dispenser NSNs 4510-01-551-2864 or 4510-01-551-2865.

GOJO/SKILCRAFT P/N 5162-03 or equal.

① 24-month maximum shelf life (extendable)

NSN 8520-01-556-2576

Size 1250 mL container

Price \$65.78 BX (contains 3 EA)

Foam Soap Dispenser

Foam soap dispenser for use with Foam Hand Cleaner NSN 8520-01-556-2577 or Antibacterial Foam Hand Cleaner NSN 8520-01-556-2576. ▼

GOJO/SKILCRAFT P/N FMX-12 or equal

NSN 4510-01-551-2864

Price \$85.81 BX (contains 6 EA)

GOJO/SKILCRAFT P/N FMX-12 or equal.

NSN 4510-01-551-2865

Price \$16.15 EA





Hand Sanitizer

Purell instant hand sanitizer with Aloe has a pleasant fragrance, and is non-toxic, dye-free, and hypoallergenic. Contains a unique blend of ethyl alcohol, and specially formulated moisturizers. Sanitizes hands when soap and water are not available, leaving hands feeling soft and refreshed without a sticky or tacky residue. **DD** **AbilityOne**

◀ **Box contains 24, (4-oz.) squeeze bottles.**

Travis Assoc. for the Blind P/N 1911-24 or GOJO Industries P/N 9631-24, or equal.

NSN 8520-01-522-3886

Price \$60.92 BX (contains 24 EA)



◀ **Box contains 12, (12-oz) pump bottles per box. Can be used with Places Holder, NSN 4510-01-490-6456.**

NSN 8520-01-522-3887

P/N 9639-12

Price \$83.32 BX (contains 12 EA)

Disinfectant-Detergent ▶

General-use janitorial disinfectant is ideal for cleaning and deodorizing urinals, bathrooms, shower stalls, and animal quarters. Effective against intestinal bacteria. Concentrated cleaner contains at least 60% pine oil and 10% soap. Rinses easily and leaves a clean-smelling scent. Must be diluted before use. (Not intended for use in medical facilities.)

MSDS **AbilityOne**

① 36-month maximum shelf life (extendable)

🌿 Low-VOC Item; EPA registered (applicable to disinfectants and pesticides per FIFRA)



NSN 6840-00-687-7904

Size qt. bottle

Price \$165.60 BX (contains 24 EA)

NSN 6840-00-584-3129

Size 1 gal.

Price \$108.30 BX (contains 6 EA)

NSN 6840-00-551-8346

Price \$784.38 DR (contains 55 GL)

All-Purpose Cleaner ►

Concentrated general purpose cleaner/degreaser. Removes grease, oil, and dirt from bare and painted surfaces. Biobased, biodegradable, non-hazardous, Low-VOC, cost effective and environmentally preferable. Can be diluted to suit specific cleaning jobs. **DD** **MSDS** **AbilityOne**

① 36-month maximum shelf life (extendable)

 Low-VOC Item; Biodegradable per EPA/OECD test methods

NSN 7930-01-373-8849

Size 22 oz trigger spray bottle

Price \$81.00 BX (contains 12 EA)

NSN 7930-01-373-8848

Size 1 gal.

Price \$101.07 BX (contains 6 EA)

NSN 7930-01-373-8845

Price \$75.77 CN (contains 5 GL)

NSN 7930-01-373-8844

Price \$485.03 DR (contains 55 GL)



Utility Pail

Utility pail is made of molded polyethylene plastic and features one-quart graduations conveniently marked on the inside. Leak-proof with tapered sides for easy stacking. Rim curls outward to improve rigidity. **AbilityOne**

Includes a galvanized steel bail handle and a pouring lip. ►

NSN 7240-00-060-6006

Color Blue

Size Capacity: 10 qt.

Price \$3.76 EA



◄ Includes a galvanized steel bail handle. No pouring lip.


NSN 7240-00-061-1163

Color Blue


Size Capacity: 5 qt.

Price \$2.54 EA

Biobased Flatware ►

Light weight biobased disposable flatware. Made of 50% wheat based resin (biobase) and 50% polypropylene, this flatware is heat tolerant and environmentally friendly. Meets FDA requirements. **DD** 



 Biobased; biodegradable per EPA/OECD test methods

Individually wrapped.

Fork.

NSN 7340-01-564-1884

Color Wheat

Size Length: 6"

Price \$55.97 MX

Picnic fork.

NSN 7340-01-564-1888

Color Wheat

Size Length: 6"

Price \$6.65 HD

 Biobased; biodegradable per EPA/OECD test methods

Individually wrapped.

Knife.

NSN 7340-01-564-1886

Color Wheat

Size Length: 6-1/2"

Price \$54.82 MX


Picnic knife.

NSN 7340-01-564-1885

Color Wheat

Size Length: 6-1/2"

Price \$5.81 HD

 Biobased; biodegradable per EPA/OECD test methods

Individually wrapped.

Teaspoon.

NSN 7340-01-564-1889

Color Wheat

Size Length: 5-5/8"

Price \$52.36 MX

Picnic teaspoon.

NSN 7340-01-564-1887 **MSDS**


Color Wheat


Size Length: 5-5/8"

Price \$6.65 HD

◀ Biobased Individual Flatware Set



Light weight flatware set is excellent for use during picnics or with military rations. Made of 50% wheat based resin (biobase) and 50% polypropylene, this flatware is heat tolerant and environmentally friendly. Set contains a 6-1/2" knife, 6" fork and 5-5/8" spoon in an easy-to-open bag. Meets FDA requirements. **DD** 

 Biobased; biodegradable per EPA/OECD test methods

NSN 7360-01-564-3560

Color Wheat

Price \$70.98 BX (contains 400 EA)





Ear Plugs▲

Plugs are designed to provide general hearing protection in noisy environments. Made of non-toxic, non-allergenic, closed-cell PVC foam that expands to fit most ear sizes. New two-color design allows for quick inspection of proper insertion by users. Dispenser box contains 200 individually wrapped pairs. A-A-54878. (NFES #1027)



NSN 6515-00-137-6345

Price \$25.50 BX (contains 400 EA)



First Aid Kit ▲

Intended for use in vehicles or large crews (20 to 25 persons). First aid kit is designed by the USDA Forest Service for forest workers and wildland firefighters, but it is suitably equipped for all users. Kit contains: 25 bandages (woven adhesive); 12 knuckle bandages; 16 butterfly closures; two elastic bandages; two triangular bandages; bandage compress; elastic support; two combine dressings; two pairs of latex gloves; three rolls of adhesive tape; four sheets of moleskin; two chemical cold packs; one eye wash unit; one bottle tincture of green soap; one bottle calamine lotion; 30 aspirins; 30 acetaminophen tablets; two patient information tags; forceps; medic shears; two antiseptic kits (including two bottles of iodine, eight povidone iodine swabs, 12 gauze pads, 12 non-stick pads); and two body fluid barrier kits (including four pairs latex gloves, two face shields, two mouth-to-mouth barriers, four antiseptic towelettes and two biohazards disposal bags.) Kit also contains instructions for mouth-to-mouth barrier use, first aid manual, contents list and lead pencil. Comes in a metal hanging case. Type III. Forest Service Spec 6170-6. (NFES #1604)



① 24-month maximum shelf life (extendable)

NSN 6545-00-656-1094

Size Case: 10" x 14-1/2" x 2-3/4"

Price \$81.93 EA



First Aid Kit (Automobile) ▲

Commercial kit is designed to be kept in an automobile and can be a lifesaver for travelers. Kit includes: two 1" x 10 yards of gauze bandages (in rolls); 1" x 2-1/2 yards roll of adhesive tape; six 3" x 3" sterile gauze pads; 12 1" x 3" adhesive bandages; buckle tourniquet; 1-oz. bottle of antiseptic; two paper cups; two packages of ammonia inhalants; 1/4-oz. Pack of burn ointment; 4" scissors; package of triangular bandages; first-aid guide (single sheet); user instructions. Comes with a metal carrying case.



NSN 6545-00-664-5313

Price \$21.88 EA

Flashlight

Tube-shaped flashlight has a three-way switch for on, off and flasher functions. Features a roll-resistant design and a clear, pre-focused spot lens.



Heavy-duty model comes with one PR-2 bulb installed, plus a spare bulb that is stored in the watertight plastic case, with hanger ring. Requires two D cell batteries (not included). (Flashlight is not intended for use in environments containing explosive gases or extreme temperatures.) For replacement batteries see NSN's 6135-01-446-8310 (PG/4) or 6135-00-835-7210 (PG/12).

NSN 6230-00-163-1856 **PRIME** ▶

Size Length: 8" (maximum)

Price \$5.64 EA



Standard-duty model is suitable for general use. Comes with one PR-2 bulb. Metal or plastic case has a permanently attached magnet. Requires two D cell batteries (not included). For replacement batteries see NSN's 6135-01-446-8310 (PG/4) or 6135-00-835-7210 (PG/12).

NSN 6230-00-781-3671 ▶

Size Length: 7-1/2"

Price \$10.09 EA



Tool Bag ▲

Coated nylon cloth envelope-type bag with a flap closure that fastens with a tie tape. Steel strip reinforces the mouth of the pocket. IAW Natick drawing number 5-3-62.



Width: 10-1/8"; **Length:** 20-1/4".

NSN 5140-00-772-4142

Color Olive Drab

Price \$10.07 EA



Soaker Hose ▲

Perforated PVC plastic or rubber soaker hose. Non-adjustable. Protective coating. Dual tubes provide a flat base to alleviate twisting during use. Spray holes are distributed evenly throughout the length. Stays flexible at temperatures as low as 32°. CID A-A-59270A.

Contains both male and female couplings.

50 foot length covers 1250 square feet.

NSN 3750-00-541-4157

Size ****REDUCED PRICE****

Price \$7.33 LG (contains 50 FT)

Drinking System

Back worn hydration system. Unit includes: Abrasion resistant 1000 denier nylon, leak-proof reservoir with threaded cap; neck threads fit standard "M1" cap. 42 inch long drinking tube with insulated cover. Shut off valve, leak proof bite valve with cover, tube retaining clip, two zippered 140 cubic inch gear storage pockets/compartments. MOLLE webbing system; adjustable two inch wide quick-release shoulder harness with sternum strap "D" rings for accessory attachments. **DD** **AbilityOne** ★

Capacity: 120 oz. (3.5 liter); **18" L x 9-1/2" W x 2-1/2" D;** **Empty weight:** 2 lb., 4 oz.



◀ **NSN** 8465-01-524-2144

P/N Mustang Hydramax P/N HY2071 or equal

Color Universal Camo

Price \$75.49 EA

NSN 8465-01-524-2761 ▶

P/N Mustang Hydramax P/N HY2072 or equal

Color Black

Price \$75.49 EA



◀ **NSN** 8465-01-524-2763

P/N Mustang Hydramax P/N HY2070 or equal

Color Desert Camo

Price \$75.49 EA

Fluorescent Lacquer ►

Fast-drying, general-purpose interior and exterior lacquer provides a fluorescent finish for bright daytime visibility on small objects or areas. Use on metal, wood, plaster, masonry, stone, glass, leather, fiber and previously painted surfaces. For maximum visibility apply over a white, fast-drying, lacquer-resistant primer. Stays flexible and resists oils, moisture and tarnish. Dries to the touch in 15 minutes and dries hard in two hours. Comes in an aerosol can. Propellant contains no chlorofluorocarbons or vinyl chloride. Typical VOC: 85%. **MSDS** **AbilityOne**



① 36-month maximum shelf life (extendable)

NSN 8010-00-958-8148

Color Orange 38903

Price \$4.68 PT

Aerosol Enamel ►

Fast-drying, general-purpose interior and exterior enamel is perfect for coating small objects and areas. For use on metal, wood, plaster, masonry, stone, glass, leather, fiber, and previously painted surfaces. Packaged in an aerosol can that sprays easily without sputtering, using moderate finger pressure. User should shake by hand for one minute before using. A-A-2787. **MSDS** **AbilityOne**



Type I - Solvent-thinned enamel. VOC: 60%

① 36-month maximum shelf life (extendable)

☘ Chromate-free item according to ASTM/EPA test methods; lead-free item according to ASTM/EPA test methods

NSN 8010-01-481-1135

Color Aluminum 17178

Price \$8.98 PT

NSN 8010-01-331-6107

Color Black 17038

Price \$9.06 PT

NSN 8010-01-331-6118

Color Blue 15080

Price \$9.06 PT

NSN 8010-01-337-3969

Color Brown 30277

Price \$9.06 PT

NSN 8010-01-331-6122

Color Clear

Price \$9.06 PT

NSN 8010-01-331-6116

Color Gray 16187

Price \$9.06 PT

NSN 8010-01-331-6113

Color Olive Drab 34088

Price \$9.06 PT

NSN 8010-01-336-3981

Color Orange 12197

Price \$9.06 PT

NSN 8010-01-331-6110

Color Red 11105

Price \$9.06 PT

NSN 8010-01-331-6105

Color White 17875

Price \$9.06 PT

NSN 8010-01-332-3745

Color Yellow 33538

Price \$9.83 PT





◀ Aerosol Primer

General-purpose primer is designed for interior and exterior use on metal, wood and plastic surfaces. It is water resistant. Dries to the touch in 10 minutes and dries hard to a semi-gloss finish in two hours. Contains a flammable substance. Comes in an aerosol can that sprays no CFCs or vinyl chloride.

Container cap is approximate color of contents.

Typical VOC 85%. **MSDS** **AbilityOne**

① 36-month maximum shelf life (extendable)

NSN 8010-00-616-9181

Color Light Gray 26440

Price \$4.11 PT

Aerosol Primer for Metal ▶

Use this general-purpose interior- and exterior-use primer on metal surfaces. It has a ferric oxide pigment base and is water and salt spray resistant and lead-free. Dries to the touch in 30 minutes and dries hard to a flat finish in two hours. Contains a flammable substance. Comes in an aerosol can that sprays easily. Propellant contains no CFCs or vinyl chloride. Container cap is approximate color of contents. Typical VOC 85%. **MSDS** **AbilityOne**

① 36-month maximum shelf life (extendable)

NSN 8010-00-067-5434

Color Dull Red 30109

Price \$3.97 PT



Ammunition Enamel ▶

Synthetic alkyd enamel is a finishing coat for phosphated or primed metal surfaces and ammunition components. Do not use on automotive equipment. Resistant to water, salt spray and weather; not resistant to hydrocarbons. Dries to the touch in 6 minutes and dries hard to a flat finish in 10 minutes. Aerosol spray. MIL-DTL-11195. QPL QUALIFICATION REQUIRED. **MSDS** **AbilityOne**

Type I - Alkyd with standard pigments. Typical VOC 85%.

① 36-month maximum shelf life (extendable)

Chromate-free item according to ASTM/EPA test methods; lead-free item according to ASTM/EPA test methods; Hexavalent-Chromium free item according to ASTM/EPA test methods

NSN 8010-00-910-8154

Color Black 37038

Price \$3.69 PT

NSN 8010-01-167-1139

Color Gray 36375

Price \$4.02 PT

NSN 8010-00-848-9272

Color Olive Drab 34088

Price \$3.77 PT





Rust-Inhibiting Enamel

Rust-inhibiting paint cleans and treats metals such as sheet metal, ammunition containers, landing mats, pipeline equipment, gasoline drums, vehicles, certain rail equipment and Marine Corps tactical and combat equipment. Contains lead. Water, weather, hydrocarbon and salt spray resistant. Dries to a semigloss finish. MIL-E-11195. **MSDS** **AbilityOne**

Type II - Dries to the touch in three hours, dries hard in 72 hours.

Aerosol spray can. Typical VOC: 85%.

① 36-month maximum shelf life (extendable)

🌿 Chromate-free item according to ASTM/EPA test methods; lead-free item according to ASTM/EPA test methods; Hexavalent-Chromium free item according to ASTM/EPA test methods

NSN 8010-00-598-5936

Color Olive Drab 24084

Price \$4.10 PT

Low-VOC Aerosol Primer ►

Designed for use on pretreated-metal surfaces. Use alone or with a topcoat of enamel or lacquer. Resistant to corrosion, weather, water, hydrocarbons and salt spray. Comes in an aerosol can that sprays easily. Hand shake for one minute before using. Primer contains no halogenated solvents or propellants. Container cap is approximate color of contents. Typical VOC: 60%. **MSDS** **AbilityOne**

① 36-month maximum shelf life (extendable)

NSN 8010-01-368-2632

Color Green 34082

Price \$7.01 PT


NSN 8010-01-368-2633

Color Yellow 33637

Price \$7.01 PT




Corrosion-Inhibiting Primer

Zinc chromate-alkyd resin primer pretreats aircraft metal surfaces to protect against moisture and extreme temperatures. Resists moisture, immersion, hydrocarbons, salt spray and weather. Use rust-preventive primer alone or with a topcoat of enamel or lacquer. Dries hard in 15 minutes. TT-P-1757. **MSDS** 

Type II - VOC 340 g/L or less. Class C - chromate based corrosion inhibitors. Aerosol pint cans.

① 36-month maximum shelf life (extendable)

 Lead-free item according to ASTM/EPA test methods

◀ **NSN** 8010-00-899-8825

Color Green 34151

Price \$4.59 PT




◀ **NSN** 8010-00-297-0593

Color Yellow

Price \$4.41 PT



Corrosion-Preventive Compound ▶

For use on nonmoving parts not requiring lubricated surfaces, this compound prevents corrosion and displaces water on metal surfaces. Do not use around liquid oxygen fittings. Material leaves a solid film coating on parts. Low VOC, but contains flammable solvents. MIL-C-85054. 

Type I - Pressurized spray container; Class 134A - Hydrofluorocarbon propellant.

① 36-month maximum shelf life (extendable)

NSN 8030-01-347-0979


Color Blue

Price \$12.91 CN (contains 14 OZ)





Measuring Tape (Steel)

Self-supporting steel measuring tape features permanent graduation markings and numbers printed on the full length of the tape. Housed in a butt-end plated metal or impact-resistant plastic case. 

◀ Features automatic winding power return and blade lock. Has English and metric markings. Graduations are in 16ths and millimeters.

The first 6 inches shall be graduated in 1/32". Reads from left to right.

NSN 5210-00-086-4988

Size Length: 10' (3m); Width: 1/2"

Price \$6.44 EA



◀ Features automatic winding power return, blade lock and belt clip.

Case is chrome-plated steel. Displays English markings. Graduations are in 1/16" (first 6" are in 1/32").

NSN 5210-00-182-4797 **PRIME**

Size Length: 12'; Width: 3/4"

Price \$7.13 EA



NSN 5210-00-150-2920

Size Length: 16'; Width: 3/4"

Price \$9.30 EA

◀ Features automatic-winding power return, blade lock and a belt clip. Displays English markings. Graduations are in 1/16" increments (first 6" are in 1/32"). Reads left to right.

NSN 5210-01-139-7444

Size Length: 25'; Width: 1"

Price \$10.78 EA

NEW PRODUCTS

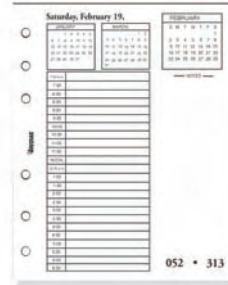
2010 Calendar Refills Chart



New 2010 Calendars

This chart was developed to help you find your 2010 calendar with ease.




	2009 NSN	2010 NSN		Mandatory Source	U/I	Price
Basic Desk Calendars						
Calendar Blotter Pad (18 x 22")	7510-01-545-3731	7510-01-545-3735		UNICOR	EA	\$3.12
Weekly Appointment Book (8-1/2 x 11")	7530-01-545-3767	7530-01-545-3770		UNICOR	EA	\$3.22
Activity Schedule (Previously OF67) (8-1/2 x 11")	7540-01-545-3714	7540-01-545-3716		UNICOR	PG (10 EA)	\$4.46
Wall Calendar						
Wall Calendar (8-1/2 x 11")	7510-01-545-3761	7510-01-545-3766		UNICOR	PG (10 EA)	\$5.27
At-A-Glance						
At-A-Glance Flip-A-Week Refill (5-5/8 x 7")	7510-01-528-5621	7510-01-528-5621	DD		EA	\$5.43
28-Month Planner (8-1/2 x 11")	7510-01-528-8310	7510-01-528-8310	DD		EA	\$5.13
Franklin Covey Refills						
Franklin Covey Annual Refill Pak (Flex-Dated):						
Pocket Size (3-1/2 x 6")	7510-01-517-5921	7510-01-517-5921	DD		EA	\$25.71
Compact (4-1/4 x 6 3/4")	7510-01-517-5927	7510-01-517-5927	DD		EA	\$29.39
Classic (5-1/2 x 8-1/2")	7510-01-517-5925	7510-01-517-5925	DD		EA	\$32.15
Monarch (8-1/2 x 11")	7510-01-517-5971	7510-01-517-5971	DD		EA	\$38.13



2010 DAYMAX Calendars

	2009 NSN	2010 NSN		Mandatory Source	U/I	Price
Basic Desk Calendars						
Calendar Pad (3-1/8 x 3-3/4")	7510-01-545-3709	7510-01-545-3774		AbilityOne	EA	\$3.03
Executive Calendar Pad (3-1/2 x 5-1/2")	7510-01-545-3773	7510-01-545-3781		AbilityOne	EA	\$2.56
Pocket Appointment Book Refill	7530-01-545-3738	7530-01-545-3741		AbilityOne	EA	\$3.50
Planner Refills						
IE/LE Version (5-1/2 x 8-1/2") 3-hole						
Day-At-A-View	7510-01-537-7809	7510-01-537-7872	DD	AbilityOne	EA	\$11.71
Week-At-A-View	7510-01-537-7807	7510-01-537-7871	DD	AbilityOne	EA	\$6.67
Month-At-A-View	7510-01-537-7808	7510-01-537-7866	DD	AbilityOne	EA	\$5.66
GLE Version (5-1/2 x 8-1/2") 7-hole						
Day-At-A-View	7510-01-537-7810	7510-01-537-7880	DD	AbilityOne	EA	\$12.93
Week-At-A-View	7510-01-537-7815	7510-01-537-7876	DD	AbilityOne	EA	\$9.11
Month-At-A-View	7510-01-537-7813	7510-01-537-7874	DD	AbilityOne	EA	\$5.12

Convenience Pack Copy Paper NEW

Convenience pack copy paper is 92 bright and acid free. At 20-lbs it is half the weight of traditional copy paper boxes. Unique design offers easy access to the paper and contains no staples, tape or glue.   

 40% recycled, which includes 30% postconsumer material



▲ Ream wrapped 2,500 sheets.

NSN 7530-01-562-3259

Color White

Size 8-1/2" x 11"

Price \$29.37 BX (contains 2500 SH)

Bulk pack, 2,500 sheets. ►


NSN 7530-01-562-3260

Color White

Size 8-1/2" x 11"

Price \$28.83 BX (contains 2500 SH)



The  Program creates
job opportunities for people who are blind
or have other severe disabilities.

Double-Sided Tape NEW

Double-sided tape with adhesive on both sides is excellent for attaching two sheets of paper, mounting photos, artwork and more with no mess. Tape won't show when applied and won't dry out or yellow. Comes in a durable, refillable plastic dispenser. **DD** **AbilityOne**

① 24-month maximum shelf life (not extendable)



Removable, photo safe, 2.4 mil thick acrylic

NSN 7510-01-565-9539

Brand AbilityOne

Color Clear

Size 3/4" x 400"

Price \$5.20 RO (contains 400 IN)

Permanent adhesive, photo safe, 3.5 mil. thick acrylic

NSN 7510-01-565-9540

Brand AbilityOne

Color Clear

Size 1/2" x 450"

Price \$3.67 RO (contains 450 IN)

Removable, mounting post tape, 4 mil. thick

NSN 7510-01-565-9541

Brand AbilityOne

Color Clear

Size 3/4" x 150"

Price \$4.43 RO (contains 150 IN)



Self-Stick Note Tray NEW

Fan-fold pop-up note dispenser with 12 fan-fold yellow notepads.

DD



♻️ 30% postconsumer material

NSN 7530-01-565-2771

Color Blue

Size 3" x 3"

Price \$13.71 SE

USB Water Resistant Flash Drive **NEW**

USB flash drive, flip-style with swivel cap and key ring. High-speed USB 2.0; WIN2000/ME/XP/Vista. Durable data storage retention for 10+ years or 100,000 read/write cycles. **DD** **SKILCRAFT** **AbilityOne**



Features password protection.

Features AES encryption and is FIPS 140-2 compliant.

NSN 7045-01-568-4206

Size Capacity: 1GB

Price \$31.40 EA

NSN 7045-01-568-4207

Size Capacity: 1GB

Price \$54.90 EA

NSN 7045-01-568-4203

Size Capacity: 2GB

Price \$51.57 EA

NSN 7045-01-568-4208

Size Capacity: 2GB

Price \$76.20 EA

NSN 7045-01-568-4204

Size Capacity: 4GB

Price \$86.45 EA

NSN 7045-01-568-4209

Size Capacity: 4GB

Price \$108.16 EA

NSN 7045-01-568-4205

Size Capacity: 8GB

Price \$149.77 EA

NSN 7045-01-568-4210

Size Capacity: 8GB

Price \$168.42 EA



◀ Degradable Can Liner **NEW**

Degradable liner is a linear low-density bag that is puncture and tear resistant. Totally degradable when disposed of as litter in landfills or when buried in soil. **DD** **AbilityOne**

13-gallon capacity, medium-duty.

NSN 8105-01-560-4934

Color White

Size 24" x 30"

Price \$11.67 BX (contains 120 EA)

30-gallon capacity, heavy-duty.

NSN 8105-01-560-4930

Color Brown

Size 30" x 36"

Price \$10.12 BX (contains 60 EA)

33-gallon capacity, extra-heavy.

NSN 8105-01-560-4932

Color Green

Size 33" x 40"

Price \$11.70 BX (contains 40 EA)

39-gallon capacity, extra-heavy.

NSN 8105-01-560-4933

Color Brown

Size 33" x 34"

Price \$12.83 BX (contains 40 EA)



◀ Compostable Trash Bag

Compostable bags for the collection of green bin organic waste disposal and commercial composting. Heat and moisture accelerates the degradation process. These compostable products meet the stringent requirements of ASTM D6400 and carry the USCC and BPI certifications. Commercial degradation is 10 to 45 days and commercial biodegradation is less than six months.

13-gallon capacity, heavy-duty.

Ⓜ 12-month maximum shelf life (not extendable)

NSN 8105-01-568-1545

Color Green

Size 24" x 30"

Price \$19.77 BX (contains 30 EA)

30-gallon capacity, extra heavy-duty.

NSN 8105-01-568-1546

Color Green

Size 30" x 39"

Price \$40.39 BX (contains 48 EA)

32-gallon capacity, heavy-duty.

NSN 8105-01-568-1544

Color Green

Size 33" x 48"

Price \$43.73 BX (contains 50 EA)

64-gallon capacity, heavy-duty.

NSN 8105-01-568-1547

Color Green

Size 48" x 60"

Price \$47.39 BX (contains 30 EA)

48-gallon capacity, heavy-duty.

NSN 8105-01-568-1548

Color Green

Size 42" x 48"

Price \$44.47 BX (contains 40 EA)

AbilityOne Works for You



The dedicated people who bring you SKILCRAFT® and other products and services produced through the AbilityOne Program appreciate your business



OCTOBER IS NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

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A new way for federal agencies to achieve small business goals through purchase of Information Technology solutions from small businesses owned by service-disabled veterans.

VETS is:

- A multiple award indefinite-delivery/indefinite-quantity contract
- Designed to provide cutting-edge technology solutions to federal agencies without the expense and time involved in open market set-aside procurements
- A result of Executive Order 13360

GSA, in its continued commitment to help federal agencies reach their small business goals, is proud to introduce its newest contract designed to simplify the acquisition of information technology solutions from firms owned by service-disabled veterans.

The VETS GWAC offers the right mix of innovative solutions from industry partners who stand ready to meet your next technology challenge.

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- Set-aside contract for service-disabled veteran-owned firms
- Five-year base period with one, five-year option
- Two functional scope areas
 - Systems Operations & Maintenance
 - Information Systems Engineering
- Ordering procedures based on Fair Opportunity (FAR 16.505)
- \$5 billion program ceiling

Benefits

- Federal agency assistance in meeting 3 percent goal for contracting with service-disabled veteran-owned firms
- Pre-competed, easy to use contracts
- Short procurement lead time
- Training and support from VETS GWAC acquisition team
- Increased contracting opportunities for small business
- Flexible subcontracting arrangements, especially with service-disabled veteran-owned businesses

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